



# CITY OF LAS VEGAS

1700 N. GRAND AVE. LAS VEGAS, NEW MEXICO 87701  
505-454-1401 FAX: 505-425-7335

Mayor Tonita Gurule-Giron

CITY OF LAS VEGAS  
REGULAR CITY COUNCIL AGENDA  
July 20, 2016–Wednesday– 6:00 p.m.  
City Council Chambers  
1700 N. Grand Ave

*(The City Council shall act as the Housing Authority Board of Commissioners on any matters on the Agenda concerning the Housing Department.)*

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. MOMENT OF SILENCE
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF MINUTES (March 24<sup>th</sup>, June 8<sup>th</sup>, June 15<sup>th</sup>, 2016)
- VII. MAYOR'S APPOINTMENTS/REPORTS
- VIII. MAYOR'S RECOGNITIONS/PROCLAMATIONS
- IX. PUBLIC INPUT  
(not to exceed 3 minutes per person and persons must sign up at least fifteen (15) minutes prior to meeting)
- X. CITY MANAGER'S REPORT
- XI. PRESENTATIONS (Not to exceed 10 minutes per person)
  - Promotional video presentation for the redevelopment of the Gallinas River Walk Park.
  - Presentation by engineers, Daniel B. Stephens & Associates on the Source Water Protection Plan (SWPP) for the City of Las Vegas.

**XII. FINANCE REPORT**

**XIII. CONSENT AGENDA**

**(Items may be moved to New Business at the request of any Councilor with approval of the Governing Body)**

1. Approval of Grant application through the Department of Justice for the Las Vegas Police Department.

*Juan Montano, Police Chief* The Las Vegas City Police Department is requesting approval to apply for funding in the amount of \$11,537.00 to purchase equipment for police vehicles and funding towards a transport vehicle for San Miguel County Sheriff's Office.

2. Approval to award request for bid #2017-01 for employee uniform – boot/work shoe to Popular Dry Goods.

*Maria Gilvarry, Utilities Director* The City of Las Vegas must issue a new request for bids for employee uniforms at the beginning of each fiscal year.

3. Approval to award request for bid #2017-02 for employee uniform – trouser/coverall to Popular Dry Goods.

*Maria Gilvarry, Utilities Director* The City of Las Vegas must issue a new request for bids for employee uniforms at the beginning of each fiscal year.

4. Approval to award request for bid #2017-03 for employee uniform – shirt-jacket to Popular Dry Goods.

*Maria Gilvarry, Utilities Director* The City of Las Vegas must issue a new request for bids for employee uniforms at the beginning of each fiscal year.

5. Approval to award request for proposals #2016-27 for natural gas proving service to sole proposer Koons Gas Management.

*Maria Gilvarry, Utilities Director* Proving service entails verification that large commercial gas meters are within the tolerance zone to ensure accuracy for the customer and for the City. This RFP will allow us to hire a company to do the field proving on our commercial gas meters which is a requirement of the Pipeline Regulation Commission.

**XIV. BUSINESS ITEMS**

1. Approval/Disapproval to proceed with negotiations with Cross Connection Inc. to complete the Abe Montoya Recreation Center Project.

*Pamela Marrujo, Recreation Director* The City of Las Vegas put out a Request for Qualifications (RFQ) for the Recreation Center Project and received interest from one company. An evaluation committee was developed and reviewed the RFQ. The committee's recommendation is to enter into final negotiations with Cross Connection Inc.

**XV. COUNCILORS' REPORTS**

**XVI. EXECUTIVE SESSION**

**THE COUNCIL MAY CONVENE INTO EXECUTIVE SESSION IF SUBJECT MATTER OF ISSUES ARE EXEMPT FROM THE OPEN MEETINGS REQUIREMENT UNDER § (H) OF THE OPEN MEETINGS ACT.**

- A. Personnel matters, as permitted by Section 10-15-1 (H) (2) of the New Mexico Open Meetings Act, NMSA 1978.**
- B. Matters subject to the attorney client privilege pertaining to threatened or pending litigation in which the City of Las Vegas is or may become a participant, as permitted by Section 10-15-1 (H) (7) of the New Mexico Open Meetings Act, NMSA 1978.**
- C. Matters pertaining to the discussion of the sale and acquisition of real property, as permitted by Section 10-15-1 (H) (8) of the Open Meetings Act, NMSA 1978.**

**XVII. ADJOURN**

**ATTENTION PERSONS WITH DISABILITES:** The meeting room and facilities are accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office prior to the meeting so that arrangements may be made.

**ATTENTION PERSONS ATTENDING COUNCIL MEETING:** By entering the City Chambers, you consent to photography, audio recording, video recording and its/their use for inclusion on the City of Las Vegas Web-site, and to be televised on Comcast.

**NOTE:** A final agenda will be posted 72 hours prior to the meeting. Copies of the Agenda may be obtained from City Hall, Office of the City Clerk, 1700 N. Grand Avenue, Las Vegas, N.M 87701

**MINUTES OF THE CITY OF LAS VEGAS SPECIAL CITY COUNCIL MEETING HELD ON  
MARCH 24, 2016 AT 4:00 P.M. IN THE CITY COUNCIL CHAMBERS**

**MAYOR:** Alfonso E. Ortiz, Jr.

**COUNCILORS:** Barbara A. Casey  
Vincent Howell  
David L. Romero  
Tonita Gurule-Giroń

**ALSO PRESENT:** Elmer J. Martinez – City Manager  
Casandra Fresquez – City Clerk  
Dave Romero – City Attorney  
Juan Montano – Sergeant At Arms

**CALL TO ORDER**

Mayor Ortiz, Jr. called the meeting to order at 4:00 p.m.

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Mayor Ortiz, Jr. asked for a moment of silence to acknowledge the importance of positive thoughts in our everyday lives and for hopes of improving our society.

**APPROVAL OF AGENDA**

Councilor Casey made a motion to approve the agenda as is. Councilor Howell seconded the motion. Mayor Ortiz, Jr. asked for roll call. Roll Call vote was taken and reflected the following:

Vincent Howell	Yes	Tonita Gurule-Giroń	Yes
Barbara A. Casey	Yes	David L. Romero	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

### **MAYOR'S APPOINTMENTS/REPORTS**

Mayor Ortiz, Jr. advised that Mr. John Spencer would be reporting on the Tree Board Committee.

Mr. Spencer reported that Mayor Ortiz, Jr. had previously challenged the Mayor of Raton to complete some tree work in Raton, which resulted in receiving a \$500.00 grant from the U.S. Forest Service. Mr. Spencer informed that an indoor/outdoor Educational Outreach Exhibit had been created at the Carnegie Library Park and thanked Mayor Ortiz, Jr. and the City of Las Vegas for their partnership and the efforts in obtaining the grant received from the U.S. Forest Service.

Mr. Spencer advised that \$25,000.00 had been received from the Urban and Community Assistance Program, which was matched by the City and would aid in pruning and hazardous tree removal.

Mr. Spencer explained that the following goals had been pursued in collaboration with the New Mexico State Forestry, Jerry Montez with the Soil and Water Conservation Tree Board and the City of Las Vegas:

- Public Safety
- Preserving the legacy of trees
- Promoting the quality of life in the City of Las Vegas
- Renewing the community by planting and restoring trees

Mr. Spencer thanked everyone for their efforts in making our parks safer, more beautiful and more useful for the City of Las Vegas and took the opportunity to present the Tree City USA Award from the National Arbor Day Foundation for the seventeenth year in a row and added that they celebrate the achievements of the past and they look forward to working as productively with the new Mayor and Council.

Mayor Ortiz, Jr. praised the outstanding involvement in the community from the Tree Committee and acknowledged the success of receiving the Tree City USA Award for seventeen years in a row. Mayor Ortiz, Jr. thanked everyone involved for their volunteer services.

## **PUBLIC INPUT**

City Manager Martinez advised that no one signed up for Public Input.

## **CITY MANAGER'S REPORT**

City Manager Martinez informed that at the last meeting, questions were asked regarding ambulance services and added that Chris Archuleta with Superior Ambulance was present to answer any questions from the Governing Body.

Mr. Chris Archuleta advised that Superior Ambulance had serviced the Las Vegas area for the past 8 years and informed that although Superior Ambulance had grown to be a large corporation; it was still family owned, family oriented and desired to stay involved with the community.

Councilor Casey had a question regarding the charges on patient transports out of town.

Mr. Archuleta informed that Superior Ambulances' fees were State regulated and depended on the situation and explained that the base rate for an emergency situation, Advance Life Support (ALS) transport to Santa Fe would cost about \$600.00 plus \$10.40 per loaded mile which would run up to a maximum of \$1,400 to \$1,500 including tax. Mr. Archuleta explained that a Non-Emergency base rate (BLS) would be \$289.00 plus \$10.40 per mile which would add up to about \$800.00 to \$900.00.

Mayor Ortiz, Jr. asked how many people are present in the ambulance when a patient is being transferred.

Mr. Archuleta advised that there are always two people present, which were the EMT basic and the paramedic on every ambulance.

Councilor Howell took the opportunity to thank Mr. Archuleta and the Superior Ambulance Staff for the great care given to his mother-in-law at the time of her transport while suffering a stroke. Councilor Howell asked how the fees paid by the City affected transport services in the County area.

Mr. Archuleta informed that the County was on a different subsidy from the City of Las Vegas and added that it did not affect the City.

Councilor Howell advised Mr. Archuleta that Superior Ambulance was based in his ward and added that residents on Dalbey Drive had reported speeding ambulances in the area, without emergency lights on and asked Mr. Archuleta who the problems could be reported to.

Mr. Archuleta explained that the company frowns upon that kind of behavior and informed that the ambulances should only go through the One Way Street with the lights on; indicating that it is an emergency and advised that anyone can communicate any concerns with Albuquerque Area Manager Gabe Serna who is in Las Vegas on a daily basis.

Discussion took place on ambulance drivers using GPS systems to enhance locating areas in the City.

Councilor Romero had concerns on ambulance drivers taking a longer direction in route to the hospital when transporting patients, which had occurred in the past.

Mr. Archuleta advised that he did not agree with the ambulance drivers taking a longer route to the hospital when transporting patients and added that he would convey the message to the Superior Ambulance Supervisor. Mr. Archuleta informed that the company is audited on mileage and billing and reassured that the staff is encouraged to take the shortest route.

Mr. Archuleta informed that Superior Ambulance was the second ambulance service in the state that would be bringing a Critical Care Certified training to paramedics in the Las Vegas area. Mr. Archuleta added that it would allow paramedics to be at Critical Care level within the next six to eight months and added that there would be no additional costs to the City.

## **CITY MANAGER'S REPORT**

City Manager Martinez reported that a demonstration of the asphalt zipper had been performed by the Public Works Department with the result in completing pot hole patching in the area of Mountain View Drive.

City Manager Martinez informed that the process of inspections at the newly renovated Senior Citizens Center was taking place and were waiting on the Certificate of Occupancy. City Manager Martinez added that the Grand Opening Ceremonies would take place soon thereafter.

## **BUSINESS ITEMS**

1. Approval/Disapproval of Resolution 16-16 adopting the City of Las Vegas' Section 3 Plan.

City Manager Martinez advised that the resolution is a Community Development Block Grant program requirement, and must be approved annually. Section 3 of the Housing and Urban Development Act of 1968 encourages the use of small local businesses and the hiring of low income residents of the community.

Councilor Casey recommended that an error regarding the language on proposed Resolution 16-16 be corrected and to read "*WHEREAS, the City of Las Vegas has prepared a plan that is in compliance with the CDBG requirements*".

City Manager Martinez apologized for the error and assured Councilor Casey that the error would be corrected on the Resolution.

Mayor Ortiz, Jr. advised that in order to encourage small businesses, he was making the recommendation of adding the language to Resolution 16-16 as follows: "*WHEREAS, Section 3 of the Housing and Urban Development Act of 1968 encourages the use of small local businesses and the hiring of low income residents of the community*".

City Manager Martinez advised that with the motion of approval from Council, if desired, language would be included in the amendment to the Resolution.

There were no objections from the Governing Body regarding the amendment to Resolution 16-16.

Councilor Gurule-Giroń asked what projects had been identified for CDBG funding to date, under the Section 3 Plan.

City Manager Martinez explained that Public Input meetings were required by the CDBG as part of the closing process for the Senior Center Project and added that they consisted of reporting on the status of the Senior Citizens Center (CDBG Project) and the soliciting of Public Input for future projects.

Councilor Gurule-Giroń questioned if there were any proposed projects at the present time.

City Manager Martinez explained that the City solicits public input and based on the public input they determine if the projects qualify for CDBG funding. City Manger Martinez added that a group of projects that have been recommended by staff or community is brought to Council for selection and authorization of the application.

Councilor Gurule-Giroń asked how this project would be tied in to the ICIP ranking and rating process.

City Manager Martinez advised that as the ICIP is prepared every year, certain projects are identified in the ICIP that have potential for CDBG funding and are listed as such.

Councilor Gurule-Giroń asked who would be holding the Public Input meetings.

City Manager Martinez advised that usually the Public Works Department and Community Development Department work in collaboration regarding the process of the project. City Manager Martinez added that since Public Works Director Gonzales was the Project Manager for the Senior Center Project he was the designee and added that it depended on who was implementing the project to determine the designee.

Councilor Gurule-Giroñ stated that it was important to make sure to use CDBG funding to benefit the low income communities.

Councilor Howell asked if there was a listing of the criteria for CDBG projects.

City Manager Martinez advised that the criteria would be discussed at the Public Input Meeting and added that essentially the projects need to benefit the low to moderate income families and spoke of several CDBG projects that had been completed that have benefitted the community.

Councilor Howell asked if any Youth projects had been considered and asked if the listing would be available on the City's website.

City Manager Martinez informed that anyone could propose youth projects if they fell in the area for youth and explained that basically the CDBG funding is utilized for the lower income communities to address issues of slum and blight. City Manager Martinez added that the listing of priority projects that the dollars can be used for was advertised in the Las Vegas Optic.

Mayor Ortiz, Jr. stated that this Resolution needed to be approved in order to continue with current and future CDBG projects.

Discussion took place regarding applying for a planning grant for the Comprehensive Master Plan under the CDBG Grant.

Councilor Casey made a motion to approve Resolution 16-16 adopting the City of Las Vegas' Section 3 Plan with the recommended amendments. Councilor Romero seconded the motion.

Resolution 16-16 was presented as follows:

**CITY OF LAS VEGAS ANNUAL CDBG REQUIREMENTS**

**RESOLUTION NO. 16-16**

**RESOLUTION APPROVING THE CITY OF LAS VEGAS  
SECTION 3 PLAN**

**WHEREAS**, the City of Las Vegas is required to comply with Community Development Block Grant program requirements, and

**WHEREAS**, it is required that the City of Las Vegas' Section 3 Plan is adopted annually by resolution, and

**WHEREAS**, Section 3 of the Housing and Urban Development Act of 1968 encourages the use of small local businesses and the hiring of low income residents of the community and

**WHEREAS**, the City of Las Vegas has prepared a plan that is in compliance with the CDBG requirements;

**NOW THEREFORE BE IT RESOLVED** by the City of Las Vegas City Council that the City of Las Vegas' Section 3 Plan is approved for implementation.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Mayor Alfonso E. Ortiz, Jr.

**ATTEST:**

\_\_\_\_\_  
Casandra Fresquez, City Clerk

**APPROVED AS TO LEGAL SUFFICIENCY ONLY**

\_\_\_\_\_  
Dave Romero, Jr., City Attorney

Mayor Ortiz, Jr. asked for roll call. Roll Call Vote was taken and reflected the following:

Barbara A. Casey	Yes	Tonita Gurule-Giroń	Yes
Vincent Howell	Yes	David L. Romero	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

2. Approval/Disapproval of Resolution 16-17 adopting the City of Las Vegas' Citizen Participation Plan.

City Manager Martinez advised that the resolution is a Community Development Block Grant requirement, and must be approved annually. In accordance with the 1987 revisions to the Housing and Community Development Act and in an effort

to encourage citizen participation, the City of Las Vegas is required to prepare and adopt a citizen participation plan.

Councilor Gurule-Giroñ made a motion to approve Resolution 16-17 adopting the City of Las Vegas' Citizen Participation Plan. Councilor Casey seconded the motion.

Resolution 16-17 was presented as follows:

**CITY OF LAS VEGAS ANNUAL CDBG REQUIREMENTS**

**RESOLUTION NO. 16-17**

**RESOLUTION APPROVING THE CITY OF LAS VEGAS  
CITIZEN PARTICIPATION PLAN**

**WHEREAS**, the City of Las Vegas is required to comply with Community Development Block Grant compliance requirements, and

**WHEREAS**, it is required that the City of Las Vegas' Citizen Participation Plan is adopted annually by resolution, and

**WHEREAS**, Section 3 of the Housing and Urban Development Act of 1968 encourages the use of small local businesses and the hiring of low income residents of the community, and

**WHEREAS**, the City of Las Vegas has prepared a plan that is in compliance with the CDBG requirements;

**NOW THEREFORE BE IT RESOLVED** by the City of Las Vegas City Council that the City of Las Vegas' Citizen Participation Plan is approved for implementation.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Mayor Alfonso E. Ortiz, Jr.

**ATTEST:**

\_\_\_\_\_  
Casandra Fresquez, City Clerk

**APPROVED AS TO LEGAL SUFFICIENCY ONLY**

\_\_\_\_\_  
Dave Romero, Jr., City Attorney

Mayor Ortiz, Jr. asked for roll call. Roll Call Vote was taken and reflected the following:

Vincent Howell	Yes	Tonita Gurule-Giroń	Yes
David L. Romero	Yes	Barbara A. Casey	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

3. Approval/Disapproval of Resolution 16-18 adopting the City of Las Vegas' Residential Anti-Displacement and Relocation Assistance Plan.

City Manager Martinez advised that the resolution is a Community Development Block Grant requirement, must be approved annually, and must certify that it has in effect and is following a "residential anti-displacement and relocation assistance plan". City Manager Martinez clarified that this plan was not same plan that the Housing Authority would utilize.

City Manager Martinez gave the example of the required Anti-Displacement and Relocation Assistance Plan being utilized; as in the case of a street improvement project going through homes or a neighborhood.

Councilor Casey addressed the issue of the word "sufficiency" being misspelled on the Resolution.

Councilor Casey made a motion to approve Resolution 16-18 adopting the City of Las Vegas' Residential Anti-Displacement and Relocation Assistance Plan with the correct spelling of the word "sufficiency". Councilor Howell seconded the motion.

Resolution 16-18 was presented as follows:

**CITY OF LAS VEGAS ANNUAL CDBG REQUIREMENTS**

**RESOLUTION NO. 16-18**

**RESOLUTION APPROVING THE CITY OF LAS VEGAS  
RESIDENTIAL ANTI-DISPLACEMENT  
AND RELOCATION ASSISTANCE PLAN**

**WHEREAS**, the City of Las Vegas is required to comply with Community Development Block Grant program requirements, and

**WHEREAS**, it is required that the City of Las Vegas' Residential Anti-Displacement and Relocation Assistance Plan is adopted annually by resolution, and

**WHEREAS**, the City of Las Vegas has prepared a plan that is in compliance with the CDBG requirements;

**NOW THEREFORE BE IT RESOLVED** by the City of Las Vegas City Council that the City of Las Vegas' Citizen Participation Plan is approved for implementation; Residential Displacement and Relocation Plans applicable to the Las Vegas Housing Authority must be adopted by a specific and separate resolution.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor Alfonso E. Ortiz, Jr.

**ATTEST:**

\_\_\_\_\_  
Casandra Fresquez, City Clerk

**APPROVED AS TO LEGAL SUFFICIENCY ONLY**

\_\_\_\_\_  
David Romero, Jr., City Attorney

Mayor Ortiz, Jr. asked for roll call. Roll Call Vote was taken and reflected the following:

David L. Romero	Yes	Tonita Gurule-Giroń	Yes
Vincent Howell	Yes	Barbara A. Casey	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

City Manager Martinez apologized to the Governing Body for the errors and oversights and explained that Boiler Plate Documents had been utilized for many by Directors and himself. City Manager Martinez added that the issue of reviewing documents more thoroughly would be corrected by Directors and himself.

**EXECUTIVE SESSION**

City Manager Martinez advised that there was no need for Executive Session.

Mayor Ortiz, Jr. informed that the Work Session and the Housing/Regular Meeting had been re-scheduled to April 20<sup>th</sup> and April 27<sup>th</sup>, 2015, in order to accommodate the new administration.

**ADJOURN**

Councilor Gurule-Giroń made a motion to adjourn. Councilor Howell seconded the motion. Mayor Ortiz, Jr. asked for roll call. Roll Call Vote was taken and reflected the following:

Barbara A. Casey	Yes	David L. Romero	Yes
Vincent Howell	Yes	Tonita Gurule-Giroń	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

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Mayor Tonita Gurule-Giroń

ATTEST:

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Casandra Fresquez, City Clerk

**MINUTES OF THE CITY OF LAS VEGAS CITY COUNCIL SPECIAL MEETING HELD ON WEDNESDAY, JUNE 8, 2016 AT 4:00 P.M. IN THE CITY COUNCIL CHAMBERS**

**MAYOR:** Tonita Gurule-Giroń

**COUNCILORS:** Barbara A. Casey  
David L. Romero  
David A. Ulibarri, Jr.  
Vincent Howell

**ALSO PRESENT:** Richard Trujillo – City Manager  
Casandra Fresquez – City Clerk  
H. Chico Gallegos – City Attorney  
Juan Montano – Sergeant At Arms

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Councilor Howell asked for a moment of silence to think about the future regarding the upcoming Presidential Election and hoped that the right choice is made and asked for guidance from the community and leadership in making good decisions to move the City forward.

City Manager Richard Trujillo made the recommendation to convene into Executive Session.

**EXECUTIVE SESSION**

Councilor Casey made a motion to go into Executive Session to discuss personnel matters permitted by Section 10-15-1 page 2 of the New Mexico Open Meetings Act. Councilor Romero seconded the motion.

Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

Vincent Howell	Yes	David A. Ulibarri, Jr.	Yes
Barbara A. Casey	Yes	David L. Romero	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

Councilor Casey made a motion to reconvene into Regular Session, advised that only personnel matters were discussed in compliance with the Open Meetings Act, Section 10-15-1 and stated that no decisions were made. Councilor Romero and Councilor Ulibarri, Jr. seconded the motion.

Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

Vincent Howell	Yes	Barbara A. Casey	Yes
David L. Romero	Yes	David A. Ulibarri, Jr.	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

## **APPROVAL OF AGENDA**

Councilor Casey made a motion to approve the agenda as is. Councilor Howell seconded the motion.

Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

David A. Ulibarri, Jr.	Yes	Vincent Howell	Yes
Barbara A. Casey	Yes	David L. Romero	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

## **PUBLIC INPUT**

Bob Wessely briefly discussed some of the topics of the contract agreement between the City of Las Vegas and Storrie Project Waster Users Association/U.S. Fish and Wildlife Service and encouraged the City to continue with the process of reviewing the contract in order for the City of Las Vegas, Storrie and the Acequia users to start receiving the benefits of adequate water storage.

## **BUSINESS ITEMS**

1. Approval/Disapproval to develop a (PER) Preliminary Engineering Report for the Bradner Dam Rehabilitation Project.

Interim Utilities Director Maria Gilvarry advised that a PER will be prepared that will present the alternatives and cost for the design and construction of the Bradner Reservoir Rehabilitation project. The scope of work has been reviewed by the Office of the State Engineer. Capital outlay grant funds will be used for the planning, permitting, design and construction of the project. Cost of the PER is \$501,982.00. Interim Utilities Director Gilvarry added that URS would be doing the construction for the rehabilitation project.

City Manager Trujillo advised Council that the deadline date to use the funding for the project was July 2018 and added that he wanted to make sure it was utilized.

Councilor Casey asked a question regarding what the acronym "URS" stood for.

Interim Utilities Director Gilvarry informed that she did not know the meaning of the acronym "URS", although would find out for Councilor Casey.

Councilor Casey asked after spending money from the Capital Outlay funding on the PER, would there be enough funding for the remaining work with what was left of the funds.

Interim Utilities Director Gilvarry advised that according to the previous estimate from the engineer of the work that needed to be done on the outlet tower and

the embankment, it would come to about 8 million dollars, leaving some left over for any additional work required.

Councilor Casey questioned some of the alternatives that could be taken by URS referenced in the contract.

Interim Utilities Director Gilvarry clarified that URS would give the City different ideas and options pertaining what would work best for the City and staying within budget during the project.

Councilor Casey had a question on the PER report referring to the “fair” condition of Bradner Dam concerning woody vegetation, erosion and rodent damage.

City Manager Trujillo clarified that the rodents referred to in the report were gophers.

Interim Utilities Director Gilvarry explained that the vegetation around the embankment had been removed by City personnel, under the direction and supervision of the State Engineer.

Brief discussion took place regarding the process of meeting of the deadline of the project.

Councilor Howell advised that he needed clarification pertaining to any protests against the Bradner Dam Rehabilitation.

City Manager Trujillo explained that the protest placed at the current time was from Storrie Lake, U. S. Fish and Wildlife Service and one Acequia member regarding the proposed 2300 acre foot for the new Bradner reservoir.

City Manager Trujillo added that the subject at hand was staying within the City’s adjudicated water right and not storing any more than what that right allowed and informed that a protest would not be allowed due to staying within the adjudicate water right. City Manager Trujillo advised it would not affect the Storrie Project.

Councilor Casey made a motion to approve to develop a (PER) Preliminary Engineering Report for the Bradner Dam Rehabilitation project. Councilor Howell seconded the motion.

Mayor Gurule-Giroń asked for roll call. Roll Call Vote was taken and reflected the following:

David A. Ulibarri, Jr.	Yes	David L. Romero	Yes
Barbara A. Casey	Yes	Vincent Howell	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

2. Approval/Disapproval to appoint Veronica Gentry as Interim Public Works Department Director.

City Manager Trujillo advised that as per the City of Las Vegas Municipal Charter, Article V, Officers, Directors and Employees, Section 5.07 Departments. C. The city manager shall appoint department directors, subject to approval by the Governing Body.

Councilor Howell made a motion to approve to appoint Veronica Gentry as Interim Public Works Department Director. Councilor Romero seconded the motion.

Mayor Gurule-Giroń asked for roll call. Roll Call Vote was taken and reflected the following:

Barbara A. Casey	Yes	Vincent Howell	Yes
David A. Ulibarri, Jr.	Yes	David L. Romero	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

3. Approval/Disapproval to appoint Pamela Marrujo as Recreation Department Director.

City Manager Trujillo advised that as per the City of Las Vegas Municipal Charter, Article V, Officers, Directors and Employees, Section 5.07 Departments. C. The city

manager shall appoint department directors, subject to approval by the Governing body.

Councilor Casey stated that every so often personnel decisions are made by moving employees who do their jobs well, to different areas in order to benefit the City in other areas and added that this was the case with the appointment of Pamela Marrujo as Recreation Department Director.

Councilor Casey advised that it was her pleasure to make the motion to appoint Pamela Marrujo as Recreation Department Director. Councilor Romero seconded the motion.

Mayor Gurule-Giroń asked for roll call. Roll Call Vote was taken and reflected the following:

David A. Ulibarri, Jr.	Yes	Barbara A. Casey	Yes
Vincent Howell	Yes	David L. Romero	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

#### 4. Approval/Disapproval to appoint Jack Maes as Housing Department Director.

City Manager Trujillo advised that as per the City of Las Vegas Municipal Charter, Article V, Officers, Directors and Employees, Section 5.07 Departments. C. The city manager shall appoint department directors, subject to approval by the Governing Body.

Councilor Howell made a motion to disapprove to appoint Jack Maes as Housing Department Director. Councilor Ulibarri, Jr. seconded the motion.

Mayor Gurule-Giroń asked for roll call. Roll Call Vote was taken and reflected the following:

Barbara A. Casey	Yes	David L. Romero	Yes
Vincent Howell	Yes	David A. Ulibarri, Jr.	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

**ADJOURN**

Councilor Casey made a motion to adjourn. Councilor Howell seconded the motion.

Mayor Gurule-Giroń asked for roll call. Roll Call Vote was taken and reflected the following:

David A. Ulibarri, Jr.	Yes	Vincent Howell	Yes
David L. Romero	Yes	Barbara A. Casey	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

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Mayor Tonita Gurule-Giroń

ATTEST:

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Casandra Fresquez, City Clerk

**MINUTES OF THE CITY OF LAS VEGAS CITY COUNCIL REGULAR MEETING HELD  
ON WEDNESDAY, JUNE 15, 2016 AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS**

**MAYOR:** Tonita Gurule-Giroń

**COUNCILORS:** David L. Romero  
Vincent Howell  
David A. Ulibarri, Jr.  
Barbara A. Casey

**ALSO PRESENT:** Richard Trujillo – City Manager  
Casandra Fresquez – City Clerk  
H. Chico Gallegos – City Attorney  
Juan Montano – Sergeant At Arms

**CALL TO ORDER**

Mayor Gurule-Giroń called the meeting to order at 6:00 p.m.

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Mayor Gurule-Giroń asked for a moment of silence in order to give condolences to Theresa Roybal and family due to the passing of her husband Cruzito Roybal who was a City Councilor for many years. Mayor Gurule-Giroń described him as a champion for the people and added that he represented his ward and the community with dignity and honor and stated that he would be dearly missed.

**APPROVAL OF AGENDA**

City Manager Richard Trujillo made the recommendation of removing Business Item #1 from the agenda.

Councilor Casey made a motion to approve the agenda with the recommended change of removing Business Item #1. Councilor Ulibarri, Jr. seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

Vincent Howell	Yes	Barbara A. Casey	Yes
David L. Romero	Yes	David A. Ulibarri, Jr.	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

### **APPROVAL OF MINUTES**

Councilor Howell made a motion to approve the minutes for May 16<sup>th</sup> and May 23<sup>rd</sup>, 2016. Councilor Romero seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

Barbara A. Casey	Yes	David A. Ulibarri, Jr.	Yes
Vincent Howell	Yes	David L. Romero	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

Mayor Gurule-Giroñ took the opportunity to recognize James Esquibel for all his hard work in being an outstanding coach and educator for West Las Vegas Schools.

### **MAYOR'S APPOINTMENTS/REPORTS**

There were no appointments/reports at this time.

### **MAYOR'S RECOGNITIONS/PROCLAMATIONS**

City Clerk Fresquez read a recognition on behalf of Mayor Gurule-Giroñ and members of the Governing Body to acknowledge Nicholas Gurule for his dedication to his athletic achievements in attaining the State Champion title in

the Class 2-AAAA Javelin for the third time during his Senior year at West Las Vegas High School and for representing Las Vegas and the State of New Mexico.

City Clerk Fresquez read a recognition on behalf of Mayor Gurule-Giroñ and members of the Governing Body to acknowledge all fifteen members of the New Mexico Highlands University Vatos for their achievements in placing in the regional semifinals in the NSCRO National Tournament in Wayne, Nebraska, for their success in the National Small College Rugby Organization in Philadelphia and for the positive representation they have brought to the City of Las Vegas and the State of New Mexico.

Members of the NMHU Vatos Rugby Team included: Kevon Williams, Raymond Henley, Juan Bravo, Earl Smith, Eric Sykes, Dan Wagner, Celester Asuega, Joe Gray Ivey, Jeremy Misailegalu, DiAmaal Holmes, Rydell Curtis, Jeremiah Mitchell, Christopher Enee and Rodrigo Lopez.

City Manager Trujillo advised that a ceremony had previously been held at the NMHU Student Center honoring the Highlands University Vatos and that he had attended representing the City of Las Vegas. City Manager Trujillo stated that he thanked the Vatos Rugby Team for putting Las Vegas and Highlands University on the map.

## **PUBLIC INPUT**

Bob Wessely gave a brief overview of steps the City of Las Vegas had been taking to reduce the impact of the water rate increase upon low income and large family customers and spoke of the importance of improving and simplifying the Low Income Home Energy Assistance Program (LIHEAP) and how it would benefit families to offset the rate increase.

Bruce McAllister advised that he was proud of the City's accomplishments in the last 10 years and hoped that the Governing Body could reassure of the City's stability regarding Enterprise Funds for the Storrie agreement.

Dave Maestas spoke on behalf of Recreation Centers Members regarding the closing of the Abe Montoya Recreation Center and hoped that they could be accommodated in another facility.

Mayor Gurule-Giroñ advised that questions were not usually addressed during Public Input although in this case advised that questions would be addressed by City Manager Trujillo.

City Manager Trujillo informed that the Recreation Center was not closing for eight months and expressed that it was an eight month construction project. City Manager Trujillo advised that it would be a month to month process and would receive status reports from contractors with hopes of possible use of side doors allowing use of the Recreation Center and added that the public would be notified of when it would be safe to utilize part of the facility.

City Manager Trujillo apologized for the inconvenience and notified that alternative sites at Highlands University and Luna Community College were being looked into.

Questions were asked by an audience member concerning of how to avoid future decay of the Recreation Center.

City Manager Trujillo addressed the questions regarding the question.

Mayor Gurule-Giroñ called the meeting to order.

Councilor Casey took the opportunity to remind the audience that protocol and parliamentary procedure requires that if anyone is going to speak, he/she needs to sign up for Public Input and added that if the conversation is opened up, the person needs to ask for permission and comments need to be addressed to the Governing Body.

Michele Atkins declined to speak, due to all her questions being answered.

Perry Montoya advised that he along with many Recreation Center members had started a petition and added that they were looking for viable options of using Recreation Center equipment or using the facility when construction was not taking place. Mr. Montoya also spoke of how it would impact the youth and the community and that he would continue to pursue obtaining a facility through Highlands University and Luna Community College.

Ivan Rodriguez agreed with Mr. Montoya and spoke of the importance of keeping the Recreation Center at different times of the day and how it would benefit many people of the community.

George Martinez advised that he hoped that there was a City building that could accommodate the Recreation Department members and offered the help from members in moving equipment if needed. Mr. Martinez asked for the help of the City to come up with ideas and solutions that would benefit Recreation Center members and the community as well.

Cheryl Romero advised that her husband owned the Chevy dealership and thought that it would be an ideal location for the Recreation Department equipment.

Brief discussion took place regarding the obtaining of a building for the use of the Recreation Department equipment.

Councilor Howell asked City Manager Trujillo if it was possible to hold a Special Meeting to discuss the Recreation Department closing due to the amount of members involved and the negative impact it would have on the youth of the community.

Mayor Gurule-Giroń informed that she thought the City, under the administration of City Manager Trujillo, had done all that they could do to address the issues and asked City Manager Trujillo to give a brief overview of that.

City Manager Trujillo explained that after gathering information about the Recreation Center construction, he took steps of having City staff look for other alternatives. City Manager Trujillo stated that he liked the ideas about alternative solutions although it had to be well thought out and there were a lot of issues of liability involved in the process.

Brief discussion took place of the various steps that needed to take place in the process of moving equipment to a different facility.

City Manager Trujillo informed that they would continue to pursue solutions with the help of the community as well and added that the City was open to helping in this situation and would do their part although it would be a timely issue.

Councilor Howell stated that he thought that Presidents Sanchez and Miner were very collaborative and would be open to working with leadership of the City and agreed with the liability issues that would come from this effort.

### **CITY MANAGER'S REPORT**

City Manager Trujillo acknowledged Kenny Roybal and Orlando Gonzales from the IT Department for developing an IT Disaster Recovery Plan and advised that the IT Program had been improving greatly. City Manager Trujillo thanked Mr. Roybal and Mr. Gonzales for their efforts in moving the IT Program forward.

Mayor Gurule-Giroñ commended Finance Director Gallegos and City Manager Trujillo for their patience and diligence in developing of the long overdo IT Disaster Recovery Plan.

City Manager Trujillo advised that four UNM students would be presenting information regarding their Medical Program.

The UNM students gave a brief overview of the month long program in the City of Las Vegas, which was designed to address physician shortage of rural New Mexico and to recruit high school students for early admission to medical school with that mission in mind. The students informed that their hopes were to accomplish a Community Engagement Activity Project providing health initiatives for the community and added that they worked at El Centro and BHI Centers which included shadowing local providers.

The list of UNM students in the BA/MD program at the University of New Mexico was as follows:

- Jaimie Lin, Albuquerque – Wendy Dimmette MD (NMBHI)
- Miranda Chavez, Los Lunas – Mel Olivares MD (NMBH)
- Lucia Vulcan, Las Cruces – Christopher Alliman MD (El Centro)
- Michelle Thomas, Las Cruces – Thomas Strain MD (El Centro)

Councilor Casey commended the UNM students and advised that the BA/MD program had been very successful at UNM and informed that she was chairwoman for the San Miguel County Family and Community Health Council and that the students would be making a presentation to them soon. Councilor Casey acknowledged Elaine Luna from the Area Health Education Center for an outstanding job of bringing the students to the city, making sure the students had a doctor to shadow, completing a community project and presenting to various groups in the city.

## **PRESENTATIONS**

Cindy Collins with MainStreet de Las Vegas gave a detailed presentation on FY 2015-16 deliverables (Contract #3083-15) and the proposed 2016-17 deliverables.

MainStreet de Las Vegas works to stimulate economic development by protecting and enhancing Las Vegas' historically and culturally significant downtown districts which consist of three districts listed on the National and Local Registers of Historic Places: Railroad District, New Town/Douglas Avenue District and Old town/Plaza District.

Mayor Gurule-Giroñ acknowledged Ms. Collins as an outstanding facilitator and director of the MainStreet Program and thanked her for her hard work in transforming areas and buildings into amazing historical sites.

Brief discussion took place about the process of the MainStreet request for proposal regarding the increase fund amount.

## **FINANCE REPORT**

Finance Director Ann Marie Gallegos presented the Finance Report for the month ending May 31, 2016 and advised that the General Fund revenue was at ninety two percent and expenditures were at seventy seven percent and added that there was anticipation for a GRT increase with property taxes in June.

Finance Director Gallegos advised that the Recreation Department revenue came in at ninety percent with expenditures at eighty eight percent and stated that the new Recreation Department Director is already monitoring the budget.

Finance Director Gallegos reported that the Enterprise Funds revenue was at ninety one percent and expenditures came in at eighty percent which were both in line with projections.

Mayor Gurule-Giroñ commended Finance Director Gallegos for her outstanding efforts regarding necessary budget cuts and for all that she was doing for the Finance department.

Councilor Howell stated that he noticed a slight increase in the Water Fund revenue.

Finance Director Gallegos advised that they noticed the increase and were not sure if it was due to the spring season although noted that there would be no rate increases regarding Enterprise Funds.

## **BUSINESS ITEMS**

### **2. Approval/Disapproval of David Silva, Esq. to the City of Las Vegas Labor Management Relations Board.**

Management Team Representative Victoria Lovato advised that there is a vacancy on the City of Las Vegas Management Relations Board that the City of Las Vegas Management has recommended to fill as per Chapter 48. Labor Management Relations Board.

Councilor Howell stated that Mr. Silva was well versed in Labor Management and thought he would be a good choice for the appointment.

Councilor Casey made a motion to approve of David Silva, Esq. to the City of Las Vegas Labor Management Relations Board. Councilor Ulibarri, Jr. seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

Vincent Howell	Yes	David L. Romero	Yes
Barbara A. Casey	Yes	David A. Ulibarri, Jr.	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

3. Approval/Disapproval to appoint Barbara Padilla as the Interim Housing Director.

City Manager Trujillo advised that as per the City of Las Vegas Municipal Charter, Article V, Officers, Directors and Employees, Section 5.07 Departments. C. The city manager shall appoint department directors, subject to approval by the Governing Body.

Mayor Gurule-Giroń stated for the record *“according to the Charter, we don’t have to bring the Interim Housing Director appointments to the board but because I want full transparency and I want a viable working board, it is very important to me that that respect be given to you as well, so that is why we are here today and I want to also thank you for your continued support.”*

Councilor Casey made a motion to approve to appoint Barbara Padilla as the Interim Housing Director. Councilor Howell seconded the motion. Mayor Gurule-Giroń asked for roll call. Roll Call Vote was taken and reflected the following:

David L. Romero	Yes	Barbara A. Casey	Yes
Vincent Howell	Yes	David A. Ulibarri, Jr.	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

4. Approval/Disapproval to accept State Law Enforcement Protection Funds.

Chief of Police Juan Montano advised that the Las Vegas Police Department respectfully requests permission to accept funding from the Department of Finance and Administration to purchase equipment and advanced officer training and repayment of NMFA loan for police vehicles.

Councilor Howell had questions regarding the balance of the NMFA loan for the vehicles and asked what kind of equipment needed to be purchased.

Chief of Police Montano informed that the balance would be in the area of \$100,000.00 after this fiscal year and advised that equipment purchased would be from duty belt gear, bullet proof vests to certified training and travel.

Councilor Howell asked questions regarding the status of acquiring more police vehicles and about the installation of computers for the police units.

Chief of Police Montano advised that they were currently in communication with USDA regarding new police vehicles and added that they had spoken with City Manager Trujillo in reference to the monies awarded by the Legislature this year. Chief of Police Montano explained that due to the USDA grant being on the Federal Fiscal cycle, it would not be facilitated until November.

Brief discussion took place of the future installment of the computers purchased for the Police vehicles.

Councilor Howell complemented the City of Las Vegas Police Officers and Staff while recently attending and observing Police Inspections.

Councilor Casey asked for the dollar amount of what was allowed to accept from the Law Enforcement Protection Fund.

Chief of Police Montano advised that he did not have the information available.

Finance Director Gallegos advised that the total amount allowed was \$34,065.00.

Councilor Casey stated that she had also attended the Police Inspections and explained that it was a bitter-sweet experience due to finding out that officers had to paint their own vehicles and mentioned that it was an embarrassment to the City and to the Police officers to have to utilize vehicles in such poor conditions. Councilor Casey thanked Chief Montano and commended the officers for taking the initiative and spoke of the importance of the City providing maintenance and vehicles so they can perform their jobs with dignity and respect.

Chief of Police Montano thanked all the officers for their hard work and also thanked Willie Cruz for the use of his garage during that time.

Mayor Gurule-Giroń apologized to Chief Montano for not being able to attend the Inspection due to attending another commitment however commended him for working diligently with his staff. Mayor Gurule-Giroń thanked Finance Director

Gallegos and City Manager for working on obtaining funds for the improvement on safety issues at the Police Department.

Police Chief Montano informed that the department had recently hired three qualified employees.

Councilor Howell made a motion to approve to accept State Law Enforcement Protection Funds. Councilor Casey seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

David L. Ulibarri, Jr.	Yes	Barbara A. Casey	Yes
Vincent Howell	Yes	David L. Romero	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

5. Approval/Disapproval to apply for bulletproof vest grant funding.

Chief of Police Montano advised that the Las Vegas Police Department respectfully requests permission to apply for funding to purchase bullet proof vests for officer safety and added that the vests would be provided to the newly hired officers and would be fitted to them specifically.

Mayor Gurule-Giroñ questioned the amount the City would receive from the Law Enforcement Protection Fund Distribution (LEPF) and asked if the integrity of the bullet proof vests would be compromised once it received a gunshot.

Chief Montano advised that this was a joint grant application with San Miguel County and informed that the county would receive \$5,000.00 and the City would receive the remainder which was \$7,928.00. Chief Montano informed that the vest is compromised once it receives a gunshot and added that there are OSHA regulations to replace the vests although stated that they were in compliance with OSHA standards.

Councilor Casey made a motion to approve to apply for bulletproof vest grant funding. Councilor Howell seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

Vincent Howell	Yes	David L. Romero	Yes
Barbara A. Casey	Yes	David A. Ulibarri, Jr.	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

## **COUNCILOR'S REPORTS**

Councilor Howell had questions concerning the drainage at Hanna Park.

Interim Utilities Director Maria Gilvarry advised that they were reviewing the drainage issues with Molzen-Corbin engineers and were currently working on the design with the intentions of bringing in a contractor and informed that a time frame was not yet determined.

City Manager Trujillo added that he also wanted to evaluate Hannah Park to make sure it was designed properly in order for water to stay in the park.

Interim Utilities Director Gilvarry added that they were looking into different paths in order to include more potential city facilities along the way and to ensure they had the best layout to provide adequate pressure.

Councilor Howell asked if the LIHEAP Program would be simplified in order to help individuals who need to apply for assistance in paying their utility bills.

City Manager Trujillo advised that he had met with Utilities staff to clarify the process of applying for the LIHEAP program and also discussed the amount of money that had been given to those who have qualified and how it would impact the rate increase.

Councilor Howell asked if the New Mexico State Engineer's Office required the City to publish the interest of the Storrie Project in order to move forward with the project and also asked if the underground storage project was on hold.

City Manager Trujillo clarified that he had not received anything from the New Mexico State Engineer's Office regarding to publish the interest of the Storrie Project and advised that the underground storage project was put on hold and would later bring a projects status report to Council in August or September.

Councilor Casey informed that the CCHP was hosting the State Historic Preservation Conference and advised that she was contacted by CCHP member Doyle Daves who was very distressed of the condition of Reappears Park, while recently giving a tour. Councilor Casey explained that the City was part of an agreement with CCHP with the understanding that the City would have the responsibility of maintaining the park and stated that Mr. Daves requested that the City clean the park on a regular bases, which was part of the agreement.

City Manager Trujillo apologized and advised that he was not notified although would have had the area cleaned in time for the tour and added that he would address the issue with Public Works staff.

Councilor Romero addressed several concerns regarding the weeds throughout the City.

Discussion took place regarding Code Enforcement Department relocating to the Police Department and soon addressing the issue of weeds in various areas in town.

### **EXECUTIVE SESSION**

City Manager Trujillo advised there was no need for Executive Session.

### **ADJOURN**

Councilor Howell made a motion to adjourn. Councilor Casey seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

David A. Ulibarri, Jr.	Yes	Vincent Howell	Yes
Barbara A. Casey	Yes	David L. Romero	Yes

City Clerk Fresquez re-read the motion and advised the motion carried.

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Mayor Tonita Gurule-Giroń  
ATTEST:

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Casandra Fresquez, City Clerk

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE:** 07/08/16

**DEPT:** Utilities Dept.

**MEETING DATE:** 07/20/2016

**ITEM/TOPIC:** Presentation of Gallinas River Park Video

**ACTION REQUESTED FROM COUNCIL:** None

**BACKGROUND/RATIONALE:** Interns from New Mexico Highlands University have been working on creating a promotional video for the redevelopment of the Gallinas River Walk Park. The purpose of this video is to inform the community on the redevelopment and future revitalization, as well as, to garner support from funders and gather community input. This video gives the Gallinas River Park Collaborative (which the City is a part of) a tool to educate the local community about issues and the future of the park. The interns are funded by two (2) different programs from New Mexico Highlands University.

**STAFF RECOMMENDATION:** N / A

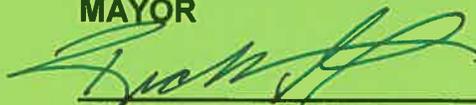
**COMMITTEE RECOMMENDATION:** N / A

**THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.**

  
\_\_\_\_\_  
**SUBMITTER'S SIGNATURE**

**REVIEWED AND APPROVED BY:**

  
\_\_\_\_\_  
**TONITA GURULE-GIRON**  
**MAYOR**

  
\_\_\_\_\_  
**RICHARD TRUJILLO**  
**CITY MANAGER**

\_\_\_\_\_  
**ANN MARIE GALLEGOS**  
**FINANCE DIRECTOR**  
**(PROCUREMENT)**

\_\_\_\_\_  
**PURCHASING AGENT**  
**(FOR BID/RFP AWARD)**

\_\_\_\_\_  
**H. CHICO GALLEGOS**  
**CITY ATTORNEY**  
**(ALL CONTRACTS MUST BE**  
**REVIEWED)**

**Revised 04/20/16**

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE:** 06/30/16

**DEPT:** Utilities Dept.

**MEETING DATE:** 07/20/2016

**ITEM/TOPIC:** Presentation on the Source Water Protection Plan (SWPP).

**ACTION REQUESTED FROM COUNCIL:** None

**BACKGROUND/RATIONALE:** Engineers Daniel B. Stephens & Associates have been working on the source water protection plan for the City of Las Vegas. This plan is a requirement by NMED to protect drinking water sources before they become contaminated. This plan provides the management tool for current and future approaches to prevent source water contamination. The NM Environment Department is funding this plan.

**STAFF RECOMMENDATION:** N / A

**COMMITTEE RECOMMENDATION:** N / A

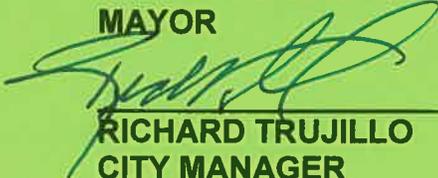
**THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.**

  
\_\_\_\_\_  
**SUBMITTER'S SIGNATURE**

**REVIEWED AND APPROVED BY:**

  
\_\_\_\_\_  
**TONITA GURULE-GIRON**  
**MAYOR**

\_\_\_\_\_  
**ANN MARIE GALLEGOS**  
**FINANCE DIRECTOR**  
**(PROCUREMENT)**

  
\_\_\_\_\_  
**RICHARD TRUJILLO**  
**CITY MANAGER**

\_\_\_\_\_  
**PURCHASING AGENT**  
**(FOR BID/RFP AWARD)**

\_\_\_\_\_  
**H. CHICO GALLEGOS**  
**CITY ATTORNEY**  
**(ALL CONTRACTS MUST BE**  
**REVIEWED)**

**Revised 04/20/16**

**GENERAL FUND REVENUE COMPARISON**  
**THRU JUNE 30, 2016 100% OF YEAR LAPSED (12 of 12 months)**  
**FISCAL YEAR 2016**

	<u>Total Budget to Actual Comparison</u>					<b>G</b> <b>(E/B)</b> <b>FY 2016</b> <b>% REV</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	
	<b>FY 2015</b> <b>BUDGET</b>	<b>FY 2016</b> <b>BUDGET</b>	<b>FY 2016</b> <b>YTD - BUDGET</b>	<b>FY 2015</b> <b>YTD - ACTUAL</b>	<b>FY 2016</b> <b>YTD - ACTUAL</b>	
PROPERTY TAX	1,350,000	1,350,000	1,350,000	1,391,886	1,415,383	105%
GROSS RECEIPT TAX 1.225	3,550,000	3,550,000	3,550,000	3,372,528	3,553,542	100%
FRANCHISE TAX	800,000	800,000	800,000	845,587	807,805	101%
GROSS RECEIPT TAX .75	2,585,000	2,585,000	2,585,000	2,219,100	2,299,216	89%
1/8 INFRASTRUCTURE	350,000	350,000	350,000	337,769	361,198	103%
GRT .25 (JAN 2011)	680,000	680,000	680,000	664,189	685,582	101%
GRT -HOLD HARMLESS (JULY 2015)	-	(85,000)	(85,000)	-	(85,000)	100%
LICENSE & FEES	63,000	71,600	71,600	59,636	80,730	113%
INTERGOVERNMENTAL	65,000	66,000	66,000	71,506	76,494	116%
LOCAL-FINES	87,400	62,100	62,100	71,177	62,143	100%
LOCAL-MISC	1,657,930	1,657,230	1,657,230	1,699,180	1,860,468	112%
<b>TOTAL</b>	<b>11,188,330</b>	<b>11,086,930</b>	<b>11,086,930</b>	<b>10,732,558</b>	<b>11,117,561</b>	<b>100%</b>

(License& Fees-Business Licenses, Liquor Licenses and Building Permits,Development Fees)  
(Local Fines- Court Fines, Library Fines, Traffic Safety Fines)

**GENERAL FUND EXPENDITURE COMPARISON**  
**THRU JUNE 30, 2016 100% OF YEAR LAPSED (12 of 12 months)**  
**FISCAL YEAR 2016**

	<u>Total Budget to Actual Comparison</u>						<b>H</b> <b>(E/B)</b> <b>%</b> <b>BDGT</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	
	<b>FY 2015</b> <b>BUDGET</b>	<b>FY 2016</b> <b>BUDGET</b>	<b>FY 2016</b> <b>YTD - BUDGET</b>	<b>FY 2015</b> <b>YTD - ACTUAL</b>	<b>FY 2016</b> <b>YTD - ACTUAL</b>	<b>FY 2016</b> <b>AVAIL. BAL.</b>	
JUDICIAL	281,456	282,087	282,087	288,156	282,056	31	100%
EXECUTIVE	479,970	480,602	480,602	440,030	411,568	69,034	86%
ADMINISTRATION	253,986	247,913	247,913	210,082	246,214	1,699	99%
CITY ATTORNEY	206,938	213,770	213,770	214,297	206,840	6,930	97%
PERSONNEL/HR	253,741	274,354	274,354	258,657	274,322	32	100%
FINANCE	572,076	569,608	569,608	541,037	543,228	26,380	95%
COMMUNITY DEV.	466,064	567,364	567,364	435,919	427,253	140,111	75%
POLICE	4,072,107	3,928,874	3,928,874	3,562,200	3,358,911	569,963	85%
CODE ENFORCEMENT	167,755	168,661	168,661	129,052	130,374	38,287	77%
ANIMAL SHELTER	129,000	133,690	133,690	133,687	134,256	(566)	100%
FIRE	1,320,485	1,276,366	1,276,366	1,162,726	1,171,724	104,642	92%
PUBLIC WORKS/AIRPORT	705,474	492,606	492,606	579,481	424,991	67,615	86%
PARKS	0	305,020	305,020	0	197,579	107,441	65%
AIRPORT	120,476	0	0	84,281	0	0	0%
LIBRARY	198,041	201,256	201,256	189,396	185,087	16,169	92%
MUSEUM	183,146	192,888	192,888	135,221	125,378	67,510	65%
GENERAL SERVICES	2,509,609	2,649,000	2,649,000	2,013,579	1,939,451	709,549	73%
SALARY CONTINGENCY	80,000	50,000	50,000	0	38,853	11,147	78%
TRANSFERS	355,128	505,058	505,058	355,128	505,058	0	100%
<b>TOTAL</b>	<b>12,355,452</b>	<b>12,539,117</b>	<b>12,539,117</b>	<b>10,732,929</b>	<b>10,603,143</b>	<b>1,935,974</b>	<b>85%</b>

**RECREATION DEPARTMENT-REVENUE COMPARISON  
THRU JUNE 30, 2016 -100% OF YEAR LAPSED 12 OF 12 MONTHS  
FISCAL YEAR 2016**

	A	B	C	D	E	G
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 ACTUAL	FY 2016 YTD - ACTUAL	(E/B)  % REV
WELLNESS CENTER	115,000	100,000	100,000	91,337	114,446	114%
OPEN SWIM	10,000	0	0	504		0%
YAFL	8,000	6,000	6,000	4,472	2,030	34%
YABL	18,000	20,000	20,000	21,284	19,011	95%
SUMMER FUN PROGRAM	30,000	20,000	20,000	20,092	15,797	79%
RECREATION-OTHER	45,300	49,000	49,000	52,227	32,116	66%
GEN FUND TRANSFER	450,000	400,000	400,000	450,000	400,000	100%
<b>TOTAL</b>	<b>676,300</b>	<b>595,000</b>	<b>595,000</b>	<b>639,916</b>	<b>583,400</b>	<b>98%</b>

**RECREATION DEPARTMENT- EXPENDITURE COMPARISON  
THRU JUNE 30, 2016 -100% OF YEAR LAPSED 12 OF 12 MONTHS  
FISCAL YEAR 2016**

	A	B	C	D	E	F	H
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 ACTUAL	FY 2016 YTD - ACTUAL	FY 2016 AVAIL. BAL.	(E/B)  % BDGT
EMPLOYEE EXP.	681,723	552,495	552,495	525,338	523,505	28,990	95%
YAFL	2,500	3,500	3,500	3,791	2,964	536	85%
YABL	5,850	6,630	6,630	2,853	5,883	747	89%
OTHER OPERATING EXP.	85,750	66,610	66,610	63,826	66,610	0	100%
CAPITAL OUTLAY	4,500	4,000	4,000	5,129	3,779	221	94%
<b>TOTAL</b>	<b>780,323</b>	<b>633,235</b>	<b>633,235</b>	<b>600,937</b>	<b>602,741</b>	<b>30,494</b>	<b>95%</b>

**ENTERPRISE FUNDS-REVENUE COMPARISON  
THRU JUNE 30, 2016 -100% YEAR LAPSED (12 of 12 months)  
FISCAL YEAR 2016**

*Total Budget to Actual Comparison*

	A	B	C	D	E	G (E/B) %
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 YTD - ACTUAL	FY 2016 YTD - ACTUAL	BUDGET
WASTE WATER (610)	2,761,000	2,826,738	2,826,738	2,746,113	2,783,241	98%
NATURAL GAS (620)	5,522,000	5,673,019	5,673,019	5,466,778	5,211,845	92%
SOLID WASTE (630)	3,133,500	3,547,294	3,547,294	3,102,767	3,518,794	99%
WATER (640)	4,602,850	4,742,650	4,742,650	4,631,871	4,825,859	102%
<i>Total of Enterprise Funds</i>	16,019,350	16,789,701	16,789,701	15,947,529	16,339,739	97%

**ENTERPRISE FUNDS-EXPENDITURES COMPARISON  
THRU JUNE 30, 2016 -100% YEAR LAPSED (12 of 12 months)  
FISCAL YEAR 2016**

*Budget to*

	A	B	C	D	E	F	H (E/B) %
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 ACTUAL	FY 2016 YTD - ACTUAL	FY 2016 AVAIL. BAL.	BUDGET
WASTE WATER(610)	2,761,000	2,663,075	2,663,075	2,627,866	2,382,172	280,903	89%
NATURAL GAS (620)	5,522,000	6,178,945	6,178,945	5,251,844	4,974,033	1,204,912	80%
SOLID WASTE (630)	3,091,854	3,330,517	3,330,517	2,802,509	2,791,805	538,712	84%
WATER (640)	4,941,528	6,800,813	6,800,813	4,506,829	6,493,367	307,446	95%
<i>Total of Enterprise Funds</i>	16,316,382	18,973,350	18,973,350	15,189,048	16,641,377	2,331,973	88%

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE:** 07/07/16

**DEPT:** Police

**MEETING DATE:** 07/20/16

**ITEM/TOPIC:** Approval/Disapproval to apply for funds through the Department of Justice.

**ACTION REQUESTED OF COUNCIL:** *Approval/Disapproval to apply for federal funds.*

**BACKGROUND/RATIONALE:** The Las Vegas Police Department respectfully requests permission to apply for funding through the Department of Justice to purchase equipment for police vehicles and funding towards a transport vehicle for San Miguel County Sheriff's Office.

**STAFF RECOMMENDATION:** Requesting approval to apply for funding from the Department of Justice.

**COMMITTEE RECOMMENDATION:**

**THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.**

  
\_\_\_\_\_  
**CHIEF JUAN F. MONTAÑO**

**REVIEWED AND APPROVED BY:**

  
\_\_\_\_\_  
**TONITA GURULE-GIRON**  
**MAYOR**

\_\_\_\_\_  
**ANN MARIE GALLEGOS**  
**FINANCE DIRECTOR**  
**(PROCUREMENT)**

  
\_\_\_\_\_  
**RICHARD TRUJILLO**  
**CITY MANAGER**

\_\_\_\_\_  
**PURCHASING AGENT**  
**(FOR BID/RFP AWARD)**

\_\_\_\_\_  
**H. CHICO GALLEGOS**  
**CITY ATTORNEY**  
**(ALL CONTRACTS MUST BE**  
**REVIEWED)**

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE:** 07/08/2016

**DEPT:** Utilities Dept.

**MEETING DATE:** 07/20/2016

**ITEM/TOPIC:** Award request for bid #2017-01 for employee uniform – boot-workshoe to Popular Dry Goods.

**ACTION REQUESTED OF COUNCIL:** Approval / Disapproval to award request for bid #2017-01 to Popular Dry Goods.

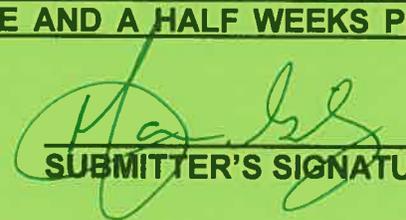
**BACKGROUND/RATIONALE:** The City of Las Vegas must issue a new request for bids for employee uniforms at the beginning of each fiscal year.

Advertised: 06/19 & 22/2016; Albuquerque Journal, Las Vegas Optic, City Website  
Bid Opening: July 6, 2016  
Number of Bidders: 1  
Lowest Bidder: Popular Dry Goods  
Amount: \$125.00 per pair  
Budget Line Item: Varies per department.

**STAFF RECOMMENDATION:** Approval to award request for bid #2017-01 to Popular Dry Goods.

**COMMITTEE RECOMMENDATION:**

**THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.**

  
\_\_\_\_\_  
SUBMITTER'S SIGNATURE

**REVIEWED AND APPROVED BY:**



\_\_\_\_\_  
**TONITA GURULE-GIRON  
MAYOR**



\_\_\_\_\_  
**RICHARD TRUJILLO  
CITY MANAGER**

\_\_\_\_\_  
**ANN MARIE GALLEGOS  
FINANCE DIRECTOR  
(PROCUREMENT)**

\_\_\_\_\_  
**PURCHASING AGENT  
(FOR BID/RFP AWARD)**

\_\_\_\_\_  
**H. CHICO GALLEGOS  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)**

**Bid- 2017-01**

	<b>DESCRIPTION</b> <b>Employee Uniform/ Work Shoes</b>	<b>Popular Dry</b> <b>Goods</b>
1.	<b>Men &amp; Women Lace Up</b> <i>Justin</i> <i>Tony Lama</i> <i>Timberland</i> <i>Carhartt</i> <i>Georgia</i> <i>Catapillar</i> <i>Wolverine</i> <i>Reeboks</i> <i>Rocky</i> <i>Ariat</i>	\$125.00
2.	<b>Men &amp; Women Pull Up</b> <i>Justin</i> <i>Tony Lama</i> <i>Timberland</i> <i>Carhartt</i> <i>Georgia</i> <i>Catapillar</i> <i>Wolverine</i> <i>Reeboks</i> <i>Rocky</i> <i>Ariat</i>	\$125.00



**CITY OF LAS VEGAS  
PROPOSAL/BID OPENING**

DATE: 6-Jul-2016

TIME: 2:00PM

OPENING NO.: 2017-01

DEPARTMENT: UTILITIES

LOCATION: City Council Chambers  
1700 N. Grand Ave.  
Las Vegas, NM 87701

ITEM(S): **EMPLOYEE UNIFORM / BOOTS-WORKSHOES**

RECEIVED FROM:	AMOUNT	BID BOND	AFFIDAVIT NOTARIZED	CAMPAIGN DISC FORM
1 <u>Popula Dregood</u>	<u>125.<sup>00</sup></u>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2				
3				
4				
5				
6				

COMPANY REPRESENTATIVE	COMPANY NAME
<u>Shane Doherty</u>	
<u>Kenrick</u>	
<u>Brenda Manning</u>	
<u>Maryferandijan</u>	

(use other side of form when full)

ORIGINALS TAKEN BY: [Signature]  
DATE: 7-10-16

COPIES TAKEN BY: [Signature]  
DATE: 7-10-16

OPENED BY: FINANCE DEPARTMENT: [Signature]  
DATE: 7-10-16

Copy  
**RECEIVED**  
JUL - 6 2016

**REQUEST FOR BIDS**

CITY OF LAS VEGAS  
PURCHASING DEPT.

The City of Las Vegas, New Mexico will open Sealed Bids at 2:00 p.m., July 6 2016, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

**EMPLOYEE UNIFORM / BOOT - WORKSHOE**

The BIDDING FORMS AND TECHNICAL SPECIFICATIONS may be examined at the following location: 1700 N. Grand, Las Vegas, NM 87701

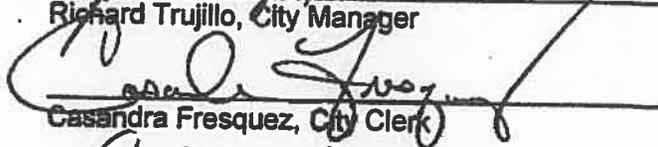
Copies of the BIDDING FORMS AND TECHNICAL SPECIFICATIONS may be obtained at the office of: 1700 N. Grand Las Vegas, NM 87701

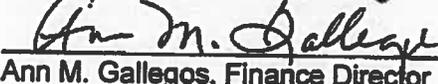
Mailed Bids should be addressed to the City Clerk, 1700 N. Grand Ave., Las Vegas, New Mexico 87701; with the envelope marked: **EMPLOYEE UNIFORM / WORK SHOES**, Opening No. 2017-01; on the lower left-hand corner of the submitted envelope. It shall be the responsibility of the bidder to see that their bid is delivered to the City Clerk by the date and time set for the bid request. If the mail or delivery of bid request is delayed beyond the opening date and time, bid thus delayed will not be considered. A public opening will be held and any bidder or their authorized representative is invited to attend.

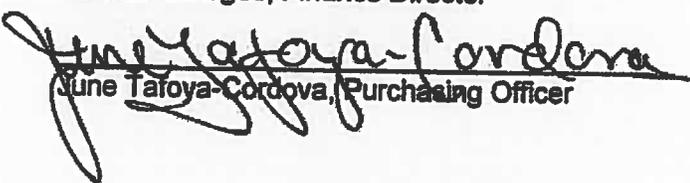
The City of Las Vegas reserves the right to reject any/or all bids submitted.

CITY OF LAS VEGAS,

  
Richard Trujillo, City Manager

  
Casandra Fresquez, City Clerk

  
Ann M. Gallegos, Finance Director

  
June Tatoya-Cordova, Purchasing Officer

Opening No. 2017-01

Date Issued: June 15, 2016

Date Issued: Published:

Las Vegas Optic June 19 + 22, 2016  
Albuquerque Publishing June 19 + 22, 2016  
[www.lasvegasnm.gov](http://www.lasvegasnm.gov)

BIDDER INFORMATION

BIDDER: POPULAR DRY GOODS  
AUTHORIZED AGENT: DENNIS LUTAN / BRENDA MANNING  
ADDRESS: 119 BRIDGE STREET, LAS VEGAS, NM 87401  
TELEPHONE NUMBER 505 425-7272  
FAX NUMBER 505 425-7272 (CALL FIRST)

DELIVERY: MOST IN STOCK / 10 WORKING DAYS IF ORDERED, IF BACKORDER IS TO EXCEED YOUR 30 DAY REQUIREMENT  
STATE PURCHASING RESIDENT CERTIFICATION NO.: EMPLOYEE MUST MAKE ANOTHER SELECTION (NOT LIABLE FOR BACKORDER)  
NEW MEXICO CONTRACTORS LICENSE NO.: \_\_\_\_\_

BID ITEM (S): Employee Uniform / Work Shoe

ITEM (S) UNDER THIS BID ARE TO BE F.O.B. LAS VEGAS, NEW MEXICO 87701. THE CITY OF LAS VEGAS RESERVES THE RIGHT REJECT ANY OR ALL BIDS AND TO WAIVE ANY TECHNICAL IRREGULARITY IN THE FORM OF THE BID.

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

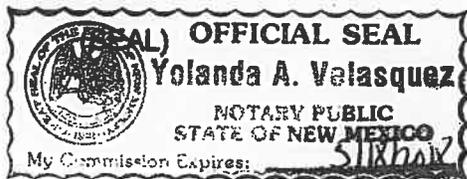
STATE OF New Mexico

COUNTY OF San Miguel

I Dennis Lujan, of lawful age, being of first duly sworn in oath, say that I am the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to the terms of said prospective contract, or any other terms of said prospective contract; or in any discussion between bidders with any city official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

Dennis Lujan  
Signature  
day of July, 2016

Subscribed and sworn to before me, this 6



Yolanda Velasquez  
Notary Public Signature  
My Commission Expires: 5/18/2017

## STANDARD BID CLAUSES

### AWARDED BID

Awarding of Bid shall be made to the responsible Bidder whose Bid meets the required specifications. The City of Las Vegas (City) reserves the right to reject or accept any of all Bid specifications and to waive any insubstantial irregularity in the form of the Bid.

The City of Las Vegas may make multiple awards of the bid, to those bidding in law enforcement related services. The City Reserves the right to award the bid to the most advantageous Bidder to the City.

### TIMETABLE

Bids pursuant to this request must be received at the City Clerk's Office at 1700 North Grand Avenue, Las Vegas, New Mexico, on or before July 6, 2016, at which time all bids received will be opened. An opening will occur at the City's Council Chambers or other designated area at the City Offices. Awarding of Bid is projected for July, 2016. The successful Bidder will be notified by mail.

### ENVELOPES

Sealed Bid envelopes shall be clearly marked on the lower left-hand corner, identified by the Bid Name and Opening Number. Failure to comply with this requirement may result in the rejection of your submitted Bid. ~~Enclose one (1) original and two (2) copies of Bid.~~

### BRIBERY AND KICKBACK

The Procurement Code of New Mexico; (Section 13-1-28 through 13-1-99 N.M.S.A. 1978), impose a third degree felony penalty for bribery of a public official or public employee. In addition the New Mexico Criminal Statutes (Section 30-4-1, N.M.S.A. 1978): state that it is a third degree felony to commit the offense of demanding or receiving a bribe by a public official of public employee. And (Section 30-24-2, N.M.S.A. 1978): it is a fourth degree felony to commit the offense of soliciting or receiving illegal kickbacks. Also (Section 30-41-1 through 30-41-3, N.M.S.A. 1978): states that it is a fourth degree felony to commit the offense of offering or paying illegal kickbacks.

### NON-COLLUSION

In signing their Bid and Affidavit, the Bidder certifies that he/she has not, either directly or indirectly entered into action of restraint of free competition, in the connection with the submitted bid.

### RESPONSIBILITY OF BIDDER

At all times it shall be the responsibility of the Bidder to see their bid is delivered to the City Clerk by the Date and Time scheduled for opening. If the mail or delivery of said Bid is delayed beyond the scheduled opening date and time set, bid this delayed will not be considered.

**CLARIFICATION OF BID**

Bidder requiring clarification or interpretation of Bid specifications shall make a written request to the Department involved in this bid request at least five (5) days prior to the scheduled bid opening date with a copy forwarded to the Finance Department. Any interpretation, corrections or changes of said Bid Specifications, Opening Date, or Time Change will be made by Addendum only. Interpretations, Corrections or changes of said bid made in any other manner will not be binding and the Bidder shall not rely upon such interpretation, corrections and changes.

**MODIFICATION OF BID**

Bids may be withdrawn upon receipt of written request prior to the scheduled bid opening for the purpose of making any corrections or changes. Such corrections must be properly identified and signed or initialed by the Bidder. Resubmission must be prior to the scheduled bid opening time in order to be considered. After bid opening, no price modifications of submitted bids or other provisions shall be permitted.

**WITHDRAWAL OF BID**

A low Bidder alleging a material mistake of fact, after bids have been opened may request their bid be withdrawn upon receipt of a written request to the Finance Department prior to the scheduled awarding date.

**INSPECTION**

Final inspection and acceptance will be made at the City's destination. Products rejected for nonconformance with the specifications shall be removed by the Bidder; at his/her risk and expense promptly after notice of rejection.

**FEDERAL TAX IDENTIFICATION NUMBER**

Pursuant to IRS requirements, Bidder shall provide their Federal Tax ID Number if Bidder is incorporated. If Bidder is a sole proprietorship or partnership then they shall provide their Social Security Number.

FEDERAL TAX ID NUMBER: 85-0326-697  
SOCIAL SECURITY NUMBER: N/A

**NEW MEXICO TAX IDENTIFICATION NUMBER**

Payment may be withheld under (Section 7-10-5, N.M.S.A. 1978) if you are subject to New Mexico Gross Receipts Tax and have not registered for a New Mexico (CRS) Tax Identification Number. Contact the New Mexico Taxation & Revenue Department at (505) 827-0700 for registering instructions.

NEW MEXICO TAX IDENTIFICATION NO. (CRS): 03-11954-00-9

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Bidder shall submit a completed Campaign Contribution Disclosure Form Pursuant to Chapter 81, Laws of 2006.

### COMMERCIAL WARRANTY

The Bidder agrees that the products or services furnished under a Purchase Order shall be covered by the most favorable commercial warranties that the Bidder gives to any customer for such products or services. And that the rights and remedies provided therein shall extend to the City and are in addition to and do not limit any rights afforded to the City by any other clause of its Purchase Order. Bidder agrees not to disclaim warranties of fitness for any particular purpose or merchantability.

Furthermore, Bidder agrees that its warranty for all products furnished under a Purchase Order pursuant to this Call for Bids shall be for a period of one year following the installation of said products by others. Also a receipt of a notice by the City's Engineer the products have been installed correctly and have been demonstrated to be capable of performing their intended function.

### SPECIAL NOTICE

To preclude possible errors and/or misinterpretations, bid prices must be affixed in ink or typewritten legibly. ~~Enclose one (1) original and two (2) copies of Bid documents.~~

### DEFAULT

The City reserves the right to cancel all or any part of an order without cost to the City if the Bidder fails to meet the provisions of the City's Purchase Order or the product specifications and to hold the Bidder liable for any excess costs occasioned due to the Bidder's default. The Bidder shall not be liable for any excess costs if failure to perform on an order arises out of cause beyond the control and without fault or negligence of the Bidder. Such causes include, but are not restricted to, acts of God or public enemy; acts of State or Federal Government; fires, floods, epidemics, quarantine restrictions, strikes, embargoes, unusually severe weather, or defaults of subcontractors. Due to any of the above unless the City shall determine that the supplies or services to be furnished by the subcontractor are obtainable from other sources in the City in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law.

### BID PROTESTS

If any Bidder is of the opinion that the specifications as written preclude him/her from submitting a bid. His/her opinion should be made known to the Department involved in this bid request at least twelve (12) days prior to the scheduled bid opening date with a copy forwarded to the Finance Department. Bid protests will not be considered from parties which do not also furnish satisfactory documentation with their protest that their proposed system fully meets the functional intent of the TECHNICAL SPECIFICATIONS which accompany a Call for Bids.

### NON-EXCLUSION

Specifications of the bid request are not meant to exclude any Bidder or Manufacturer. Where a brand name or equal is indicated, it is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to restrict competition. "No Substitute" specifications may be authorized, only if required to match existing equipment.

If any Bidder is of the opinion that the specifications as written preclude him/her from submitting a bid. His/her opinion should be made known to the Department involved in this bid request at least five (5) days prior to the scheduled bid opening date; with a copy forwarded to the Finance Department.

Brand names and numbers are for reference only and equivalents will be considered. If bidding "EQUIVALENT" Bidder must be prepared to furnish complete data upon request, preferably with the bid to avoid awarding delay.

### CONTRACT

When the City issues a Purchase Order in response to an awarded Bid a binding contract is created (unless a specified contract has been created).

### TERMINATION

This Price Agreement may be terminated by either party upon signing a written notice to the other party at least thirty (30) days in advance of the date of termination. Notice of termination of this Price Agreement shall not affect any outstanding orders.

### TAXES

Bidder must pay all applicable taxes.

### NOTE:

If bidder is from outside the City of Las Vegas, the successful bidder must pay Gross Receipts in the City of Las Vegas.

**CITY OF LAS VEGAS UNIFORM**

The City of Las Vegas is requesting sealed bids for its employee uniform.

BID ITEM	DESCRIPTION	PRICE PER ITEM	
		<u>WOMEN</u>	<u>MEN</u>
1. <u>BOOTS</u>			
A. Lace up		\$ <u>125<sup>00</sup></u>	\$ <u>125<sup>00</sup></u>
B. Pull up		\$ <u>125<sup>00</sup></u>	\$ <u>125<sup>00</sup></u>

\*NOTE - ATTACHED LIST OF BRANDS

**Untitled**

**POPULAR DRY GOODS  
119 BRIDGE STREET  
LAS VEGAS, NM 87701  
(505)425-7272**

**BID #2017-01 WORK SHOES  
ATTACHED LIST OF BRANDS**

**\*NOTED (ALL MERCHANDISE INCLUDED IN THIS LIST ARE OF 1ST QUALITY, NO 2ND QUALITY  
(SM DEFECTS) OR IRREGULARS.**

**BOOTS- UP TO 175.00 REG PRICE YOUR PRICE \$125.00**

**ALL STYLES THAT MEET OR EXCEED SPECIFICATIONS. LACE-UPS AND PULL-UPS IN MENS AND  
WOMENS STYLES.**

**JUSTIN  
TONY LAMA  
TIMBERLAND  
CARHARTT  
GEORGIA  
CATAPILLAR  
WOLVERINE  
REEBOKS  
ROCKY  
ARIAT**

**SPECIFICATIONS:**

**BOOTS/FOOT WEAR:** Boots/Foot Wear to be top quality soft glove leather, or a smooth leather and Cordura mixture or equal. Sole needs to be oil resistant lightweight polyurethane outsole. Cambrelle vamp lining or equal. Poly foot insole should be removable. Boots/Foot Wear to be safety toe and meet OSHA standards. Boots/Foot Wear to be either laced or slip on. Color to be brown or black. (Include women's sizes).

**NOTE:**

1. Prices to remain firm for a period of two (2) year after date of bid award.
2. Successful bidder to be available to size and fit employees
3. Successful bidder must guarantee uniforms within a reasonable time frame (waiting period shall not exceed one (1) month)

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective contractor" means a person who is subject to the competitive sealed

proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

(The above fields are unlimited in size) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

-OR-

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.**

*Dennis Long*  
\_\_\_\_\_  
Signature

*July 6, 2016*  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

**REQUEST FOR BIDS**

The City of Las Vegas, New Mexico will open Sealed Bids at 2:00 p.m., July 6, 2016, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

**EMPLOYEE UNIFORM / BOOT - WORKSHOE**

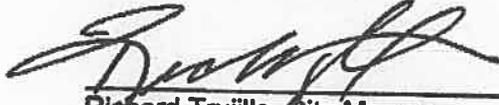
The BIDDING FORMS AND TECHNICAL SPECIFICATIONS may be examined at the following location: 1700 N. Grand, Las Vegas, NM 87701

Copies of the BIDDING FORMS AND TECHNICAL SPECIFICATIONS may be obtained at the office of: 1700 N. Grand Las Vegas, NM 87701

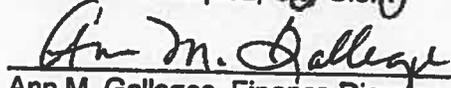
Mailed Bids should be addressed to the City Clerk, 1700 N. Grand Ave., Las Vegas, New Mexico 87701; with the envelope marked: **EMPLOYEE UNIFORM / WORK SHOES**, Opening No. 2017-01; on the lower left-hand corner of the submitted envelope. It shall be the responsibility of the bidder to see that their bid is delivered to the City Clerk by the date and time set for the bid request. If the mail or delivery of bid request is delayed beyond the opening date and time, bid thus delayed will not be considered. A public opening will be held and any bidder or their authorized representative is invited to attend.

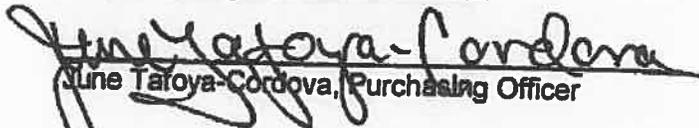
The City of Las Vegas reserves the right to reject any/or all bids submitted.

CITY OF LAS VEGAS,

  
Richard Trujillo, City Manager

  
Casandra Fresquez, City Clerk

  
Ann M. Gallegos, Finance Director

  
June Taroya-Cordova, Purchasing Officer

Opening No. 2017-01

Date Issued: June 15, 2016

Date Issued: Published:

Las Vegas Optic June 19 + 22, 2016  
Albuquerque Publishing June 19 + 22, 2016  
www.lasvegasnm.gov

**BIDDER INFORMATION**

BIDDER: \_\_\_\_\_

AUTHORIZED AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER (\_\_\_\_) \_\_\_\_\_

FAX NUMBER (\_\_\_\_) \_\_\_\_\_

DELIVERY: \_\_\_\_\_

STATE PURCHASING RESIDENT CERTIFICATION NO.: \_\_\_\_\_

NEW MEXICO CONTRACTORS LICENSE NO.: \_\_\_\_\_

BID ITEM (S): Employee Uniform / Work Shoe

**ITEM (S) UNDER THIS BID ARE TO BE F.O.B. LAS VEGAS, NEW MEXICO 87701. THE CITY OF LAS VEGAS RESERVES THE RIGHT REJECT ANY OR ALL BIDS AND TO WAIVE ANY TECHNICAL IRREGULARITY IN THE FORM OF THE BID.**

**AFFIDAVIT FOR FILING WITH COMPETITIVE BID**

STATE OF \_\_\_\_\_ }

COUNTY OF \_\_\_\_\_ }

I \_\_\_\_\_, of lawful age, being of first duly sworn in oath, say that I am the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to the terms of said prospective contract, or any other terms of said prospective contract; or in any discussion between bidders with any city official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

(SEAL)

\_\_\_\_\_  
Notary Public Signature  
My Commission Expires: \_\_\_\_\_

## STANDARD BID CLAUSES

### AWARDED BID

Awarding of Bid shall be made to the responsible Bidder whose Bid meets the required specifications. The City of Las Vegas (City) reserves the right to reject or accept any of all Bid specifications and to waive any insubstantial irregularity in the form of the Bid.

The City of Las Vegas may make multiple awards of the bid, to those bidding in law enforcement related services. The City Reserves the right to award the bid to the most advantageous Bidder to the City.

### TIMETABLE

Bids pursuant to this request must be received at the City Clerk's Office at 1700 North Grand Avenue, Las Vegas, New Mexico, on or before July 6, 2016 at which time all bids received will be opened. An opening will occur at the City's Council Chambers or other designated area at the City Offices. Awarding of Bid is projected for July 2016. The successful Bidder will be notified by mail.

### ENVELOPES

Sealed Bid envelopes shall be clearly marked on the lower left-hand corner, identified by the Bid Name and Opening Number. Failure to comply with this requirement may result in the rejection of your submitted Bid. Enclose one (1) original and two (2) copies of Bid.

### BRIBERY AND KICKBACK

The Procurement Code of New Mexico; (Section 13-1-28 through 13-1-99 N.M.S.A. 1978), impose a third degree felony penalty for bribery of a public official or public employee. In addition the New Mexico Criminal Statutes (Section 30-4-1, N.M.S.A. 1978): state that it is a third degree felony to commit the offense of demanding or receiving a bribe by a public official of public employee. And (Section 30-24-2, N.M.S.A. 1978): it is a fourth degree felony to commit the offense of soliciting or receiving illegal kickbacks. Also (Section 30-41-1 through 30-41-3, N.M.S.A. 1978): states that it is a fourth degree felony to commit the offense of offering or paying illegal kickbacks.

### NON-COLLUSION

In signing their Bid and Affidavit, the Bidder certifies that he/she has not, either directly or indirectly entered into action of restraint of free competition, in the connection with the submitted bid.

### RESPONSIBILITY OF BIDDER

At all times it shall be the responsibility of the Bidder to see their bid is delivered to the City Clerk by the Date and Time scheduled for opening. If the mail or delivery of said Bid is delayed beyond the scheduled opening date and time set, bid this delayed will not be considered.

**CLARIFICATION OF BID**

Bidder requiring clarification or interpretation of Bid specifications shall make a written request to the Department involved in this bid request at least five (5) days prior to the scheduled bid opening date with a copy forwarded to the Finance Department. Any interpretation, corrections or changes of said Bid Specifications, Opening Date, or Time Change will be made by Addendum only. Interpretations, Corrections or changes of said bid made in any other manner will not be binding and the Bidder shall not rely upon such interpretation, corrections and changes.

**MODIFICATION OF BID**

Bids may be withdrawn upon receipt of written request prior to the scheduled bid opening for the purpose of making any corrections or changes. Such corrections must be properly identified and signed or initialed by the Bidder. Resubmission must be prior to the scheduled bid opening time in order to be considered. After bid opening, no price modifications of submitted bids or other provisions shall be permitted.

**WITHDRAWAL OF BID**

A low Bidder alleging a material mistake of fact, after bids have been opened may request their bid be withdrawn upon receipt of a written request to the Finance Department prior to the scheduled awarding date.

**INSPECTION**

Final inspection and acceptance will be made at the City's destination. Products rejected for nonconformance with the specifications shall be removed by the Bidder; at his/her risk and expense promptly after notice of rejection.

**FEDERAL TAX IDENTIFICATION NUMBER**

Pursuant to IRS requirements, Bidder shall provide their Federal Tax ID Number if Bidder is incorporated. If Bidder is a sole proprietorship or partnership then they shall provide their Social Security Number.

FEDERAL TAX ID NUMBER: \_\_\_\_\_  
SOCIAL SECURITY NUMBER: \_\_\_\_\_

**NEW MEXICO TAX IDENTIFICATION NUMBER**

Payment may be withheld under (Section 7-10-5, N.M.S.A. 1978) if you are subject to New Mexico Gross Receipts Tax and have not registered for a New Mexico (CRS) Tax Identification Number. Contact the New Mexico Taxation & Revenue Department at (505) 827-0700 for registering instructions.

NEW MEXICO TAX IDENTIFICATION NO. (CRS): \_\_\_\_\_

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Bidder shall submit a completed Campaign Contribution Disclosure Form Pursuant to Chapter 81, Laws of 2006.

### COMMERCIAL WARRANTY

The Bidder agrees that the products or services furnished under a Purchase Order shall be covered by the most favorable commercial warranties that the Bidder gives to any customer for such products or services. And that the rights and remedies provided therein shall extend to the City and are in addition to and do not limit any rights afforded to the City by any other clause of its Purchase Order. Bidder agrees not to disclaim warranties of fitness for any particular purpose or merchantability.

Furthermore, Bidder agrees that its warranty for all products furnished under a Purchase Order pursuant to this Call for Bids shall be for a period of one year following the installation of said products by others. Also a receipt of a notice by the City's Engineer the products have been installed correctly and have been demonstrated to be capable of performing their intended function.

### SPECIAL NOTICE

To preclude possible errors and/or misinterpretations, bid prices must be affixed in ink or typewritten legibly. Enclose one (1) original and two (2) copies of Bid documents.

### DEFAULT

The City reserves the right to cancel all or any part of an order without cost to the City if the Bidder fails to meet the provisions of the City's Purchase Order or the product specifications and to hold the Bidder liable for any excess costs occasioned due to the Bidder's default. The Bidder shall not be liable for any excess costs if failure to perform on an order arises out of cause beyond the control and without fault or negligence of the Bidder. Such causes include, but are not restricted to, acts of God or public enemy; acts of State or Federal Government; fires, floods, epidemics, quarantine restrictions, strikes, embargoes, unusually severe weather, or defaults of subcontractors. Due to any of the above unless the City shall determine that the supplies or services to be furnished by the subcontractor are obtainable from other sources in the City in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law.

### BID PROTESTS

If any Bidder is of the opinion that the specifications as written preclude him/her from submitting a bid. His/her opinion should be made known to the Department involved in this bid request at least twelve (12) days prior to the scheduled bid opening date with a copy forwarded to the Finance Department. Bid protests will not be considered from parties which do not also furnish satisfactory documentation with their protest that their proposed system fully meets the functional intent of the TECHNICAL SPECIFICATIONS which accompany a Call for Bids.

### NON-EXCLUSION

Specifications of the bid request are not meant to exclude any Bidder or Manufacturer. Where a brand name or equal is indicated, it is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to restrict competition. "No Substitute" specifications may be authorized, only if required to match existing equipment.

If any Bidder is of the opinion that the specifications as written preclude him/her from submitting a bid. His/her opinion should be made known to the Department involved in this bid request at least five (5) days prior to the scheduled bid opening date; with a copy forwarded to the Finance Department.

Brand names and numbers are for reference only and equivalents will be considered. If bidding "EQUIVALENT" Bidder must be prepared to furnish complete data upon request, preferably with the bid to avoid awarding delay.

### CONTRACT

When the City issues a Purchase Order in response to an awarded Bid a binding contract is created (unless a specified contract has been created).

### TERMINATION

This Price Agreement may be terminated by either party upon signing a written notice to the other party at least thirty (30) days in advance of the date of termination. Notice of termination of this Price Agreement shall not affect any outstanding orders.

### TAXES

Bidder must pay all applicable taxes.

### NOTE:

If bidder is from outside the City of Las Vegas, the successful bidder must pay Gross Receipts in the City of Las Vegas.

**CITY OF LAS VEGAS UNIFORM**

The City of Las Vegas is requesting sealed bids for its employee uniform.

BID ITEM	DESCRIPTION	PRICE PER ITEM	
		<u>WOMEN</u>	<u>MEN</u>
1. <u>BOOTS</u>			
	A. Lace up	\$ _____	\$ _____
	B. Pull up	\$ _____	\$ _____

**SPECIFICATIONS:**

**BOOTS/FOOT WEAR:** Boots/Foot Wear to be top quality soft glove leather, or a smooth leather and Cordura mixture or equal. Sole needs to be oil resistant lightweight polyurethane outsole. Cambrelle vamp lining or equal. Poly foot insole should be removable. Boots/Foot Wear to be safety toe and meet OSHA standards. Boots/Foot Wear to be either laced or slip on. Color to be brown or black. (Include women's sizes).

**NOTE:**

1. Prices to remain firm for a period of two (2) year after date of bid award.
2. Successful bidder to be available to size and fit employees
3. Successful bidder must guarantee uniforms within a reasonable time frame (waiting period shall not exceed one (1) month)

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective contractor" means a person who is subject to the competitive sealed

proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

(The above fields are unlimited in size) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

-OR-

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE:** 07/08/2016

**DEPT:** Utilities Dept.

**MEETING DATE:** 07/20/2016

**ITEM/TOPIC:** Award request for bid #2017-02 for employee uniform – trouser-coverall to Popular Dry Goods.

**ACTION REQUESTED OF COUNCIL:** Approval / Disapproval to award request for bid #2017-02 to Popular Dry Goods.

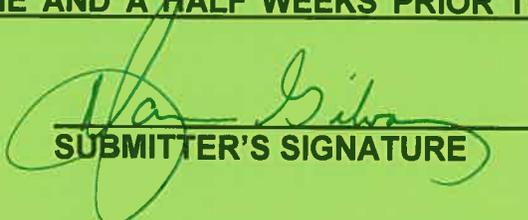
**BACKGROUND/RATIONALE:** The City of Las Vegas must issue a new request for bids for employee uniforms at the beginning of each fiscal year.

Advertised: 06/19 & 22/2016; Albuquerque Journal, Las Vegas Optic, City Website  
Bid Opening: July 6, 2016  
Number of Bidders: 1  
Lowest Bidder: Popular Dry Goods  
Amount: See attached breakdown of prices.  
Budget Line Item: Varies per department.

**STAFF RECOMMENDATION:** Approval to award request for bid #2017-02 to Popular Dry Goods.

**COMMITTEE RECOMMENDATION:**

**THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.**

  
\_\_\_\_\_  
**SUBMITTER'S SIGNATURE**

**REVIEWED AND APPROVED BY:**

  
\_\_\_\_\_  
**TONITA GURULE-GIRON  
MAYOR**

  
\_\_\_\_\_  
**RICHARD TRUJILLO  
CITY MANAGER**

\_\_\_\_\_  
**ANN MARIE GALLEGOS  
FINANCE DIRECTOR  
(PROCUREMENT)**

\_\_\_\_\_  
**PURCHASING AGENT  
(FOR BID/RFP AWARD)**

\_\_\_\_\_  
**H. CHICO GALLEGOS  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)**

**Bid- 2017-02**

	<b>DESCRIPTION</b> <b>Employee Uniform/ Trousers and Coveralls</b>	<b>Popular Dry Goods</b>
1.	<b>Men's Styles Levi's Trousers</b> <i>517 Boot cut</i> <i>550 Relaxed Fit Tapered Leg</i> <i>501 Pre-Washed Orig. Straight Leg</i> <i>569 Loose Fit Straight Leg</i> <i>505 Pre-Washed Org. Straight Leg Zipper</i>	\$39.00
2.	<b>Women's Styles Levi's Trousers</b> <i>518 Boot Cut</i> <i>512 Straight or Boot Cut</i> <i>515 Straight or Boot Cut</i> <i>501 Org. Straight Leg</i> <i>535 Skinny</i>	\$39.00
3.	<b>Men's Styles Carhartt Double Knee</b> <i>B01 Double FRNT Dungaree (Blk/BRN Only)</i> <i>B73 Double FRNT Dungaree (Denim)</i>	\$42.00
4.	<b>Women's Styles Carhartt Double Knee</b> <i>102323 Double FRNT Dungaree (Blk/Brn Only)</i> <i>100649 Orig. Fit Jean (Denim)</i>	\$42.00
5.	<b>Men's Styles Wrangler Trousers</b> <i>936 PDW Slim Fit</i> <i>13MWZPW Orig. Fit</i> <i>31MWZDN Relaxed Fit</i> <i>3W010AI Work Fit</i> <i>3W050AI Work Fit</i> <i>3W040AI Work Fit</i>	\$28.00
6.	<b>Women's Styles Wrangle Trousers</b> <i>14MWZG Slim Fit</i> <i>18MWZSW Org. Fit</i> <i>WB101AD Work Fit</i> <i>WRW83RS Work Fit</i>	\$28.00
7.	<b>Men's Style Coveralls</b> <i>Key 975 Blk/ Brn Coverall</i> <i>Berne 1417 Blk/ Dkbrn Coverall</i>	\$78.00
8.	<b>Women's Style Overalls</b> <i>Berne WB515 Blk/Dkbrn</i>	\$70.00
9.	<b>Men's Style Bibs</b> <i>Key 275 Bib Blk/Brn</i> <i>Berne B213 Bib Blk/Dkbrn</i>	\$70.00
10.	<b>Men's Styles Light Weight Coverall</b> <i>Key Light Weight 995 Nvy W/Zipper</i>	\$42.00



**CITY OF LAS VEGAS  
PROPOSAL/BID OPENING**

DATE: 6-Jul-2016

TIME: 2:15PM

OPENING NO.: 2017-02

DEPARTMENT: UTILITIES

LOCATION: City Council Chambers  
1700 N. Grand Ave.  
Las Vegas, NM 87701

ITEM(S): EMPLOYEE UNIFORM / TROUSER-COVERALL

RECEIVED FROM:

AMOUNT

BID BOND

AFFIDAVIT  
NOTARIZED

CAMPAIGN  
DISC FORM

	RECEIVED FROM:	AMOUNT	BID BOND	AFFIDAVIT NOTARIZED	CAMPAIGN DISC FORM
1	Popular Dry Goods			✓	✓
2					
3					
4					
5					
6					
7					

COMPANY REPRESENTATIVE

COMPANY NAME

*[Handwritten signatures and names]*  
 CLV  
 CLV

(use other side of form when full)

INITIALED/TAKEN BY: [Signature]  
DATE: 7-6-16

OPENED BY: FINANCE DEPARTMENT

[Signature]  
DATE: 7-6-16

INITIALED/TAKEN BY: [Signature]  
DATE: 7-6-16

RECEIVED  
JUL - 6 2016

REQUEST FOR BIDS CITY OF LAS VEGAS  
PURCHASING DEPT.

The City of Las Vegas, New Mexico will open Sealed Bids at 2:15 p.m., July 6, 2016, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

EMPLOYEE UNIFORM / TROUSER - COVERALL

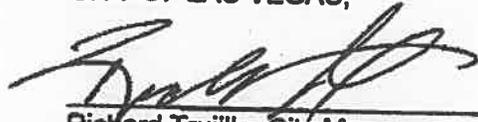
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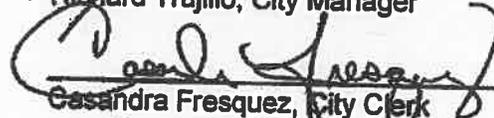
Copies of the BIDDING FORMS AND TECHNICAL SPECIFICATIONS may be obtained at the office of: 1700 N. Grand Las Vegas, NM 87701

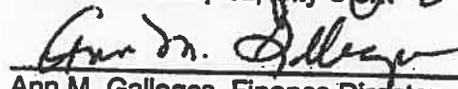
Mailed Bids should be addressed to the City Clerk, 1700 N. Grand Ave., Las Vegas, New Mexico 87701; with the envelope marked: EMPLOYEE UNIFORM TROUSER-COVERALL Opening No. 2017-02; on the lower left-hand corner of the submitted envelope. It shall be the responsibility of the bidder to see that their bid is delivered to the City Clerk by the date and time set for the bid request. If the mail or delivery of bid request is delayed beyond the opening date and time, bid thus delayed will not be considered. A public opening will be held and any bidder or their authorized representative is invited to attend.

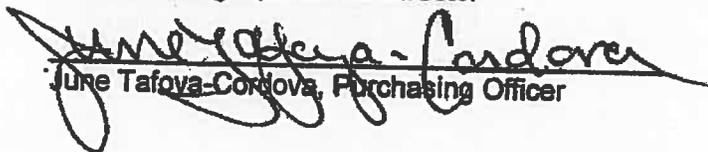
The City of Las Vegas reserves the right to reject any/or all bids submitted.

CITY OF LAS VEGAS,

  
Richard Trujillo, City Manager

  
Casandra Fresquez, City Clerk

  
Ann M. Gallegos, Finance Director

  
June Tafuya-Cordova, Purchasing Officer

Opening No. 2017-02

Date Issued: June 15, 2016

Date Issued: Published:

Las Vegas Optic June 19 + 22, 2016  
Albuquerque Publishing June 19 + 22, 2016  
[www.lasvegasnm.gov](http://www.lasvegasnm.gov)

BIDDER INFORMATION

BIDDER: POPULAR DRY GOODS

AUTHORIZED AGENT: DENNIS LUTAN / BRENDA MANNING

ADDRESS: 119 BRIDGE STREET, LAS VEGAS, N.M. 87701

TELEPHONE NUMBER (505) 425-7272

FAX NUMBER (505) 425-7272 (CALL FIRST)

MOST IN STOCK, 10 WORKING DAYS IF ORDERED, NOT LIABLE  
DELIVERY: FOR BACKORDERS, IF IT EXCEEDS YOUR 30 DAY REQUIREMENT,  
EMPLOYEE MUST MAKE ANOTHER AVAILABLE SELECTION,  
STATE PURCHASING RESIDENT CERTIFICATION NO.: N/A

NEW MEXICO CONTRACTORS LICENSE NO.: N/A

BID ITEM (S): Employee Uniform / Trouser / Coverall

ITEM (S) UNDER THIS BID ARE TO BE F.O.B. LAS VEGAS, NEW MEXICO 87701. THE CITY OF LAS VEGAS RESERVES THE RIGHT REJECT ANY OR ALL BIDS AND TO WAIVE ANY TECHINCAL IRREGULARITY IN THE FORM OF THE BID.

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF New Mexico

COUNTY OF San Miguel

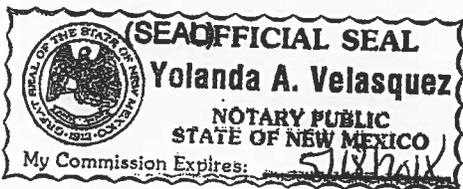
I Dennis Lutan, of lawful age, being of first duly sworn in oath, say that I am the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to the terms of said prospective contract, or any other terms of said prospective contract; or in any discussion between bidders with any city official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

Dennis Lutan  
Signature

Subscribed and sworn to before me, this 6 day of July, 2016.

Yolanda A. Velasquez  
Notary Public Signature

My Commission Expires: 5/18/2018



## STANDARD BID CLAUSES

### AWARDED BID

Awarding of Bid shall be made to the responsible Bidder whose Bid meets the required specifications. The City of Las Vegas (City) reserves the right to reject or accept any of all Bid specifications and to waive any insubstantial irregularity in the form of the Bid.

The City of Las Vegas may make multiple awards of the bid, to those bidding in law enforcement related services. The City Reserves the right to award the bid to the most advantageous Bidder to the City.

### TIMETABLE

Bids pursuant to this request must be received at the City Clerk's Office at 1700 North Grand Avenue, Las Vegas, New Mexico, on or before July 16, 2016 at which time all bids received will be opened. An opening will occur at the City's Council Chambers or other designated area at the City Offices. Awarding of Bid is projected for July, 2016. The successful Bidder will be notified by mail.

### ENVELOPES

Sealed Bid envelopes shall be clearly marked on the lower left-hand corner, identified by the Bid Name and Opening Number. Failure to comply with this requirement may result in the rejection of your submitted Bid. ~~Enclose one (1) original and two (2) copies of Bid.~~

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The Procurement Code of New Mexico; (Section 13-1-28 through 13-1-99 N.M.S.A. 1978), impose a third degree felony penalty for bribery of a public official or public employee. In addition the New Mexico Criminal Statutes (Section 30-4-1, N.M.S.A. 1978): state that it is a third degree felony to commit the offense of demanding or receiving a bribe by a public official of public employee. And (Section 30-24-2, N.M.S.A. 1978): it is a fourth degree felony to commit the offense of soliciting or receiving illegal kickbacks. Also (Section 30-41-1 through 30-41-3, N.M.S.A. 1978): states that it is a fourth degree felony to commit the offense of offering or paying illegal kickbacks.

### NON-COLLUSION

In signing their Bid and Affidavit, the Bidder certifies that he/she has not, either directly or indirectly entered into action of restraint of free competition, in the connection with the submitted bid.

### RESPONSIBILITY OF BIDDER

At all times it shall be the responsibility of the Bidder to see their bid is delivered to the City Clerk by the Date and Time scheduled for opening. If the mail or delivery of said Bid is delayed beyond the scheduled opening date and time set, bid this delayed will not be considered.

CLARIFICATION OF BID

Bidder requiring clarification or interpretation of Bid specifications shall make a written request to the Department Involved in this bid request at least five (5) days prior to the scheduled bid opening date with a copy forwarded to the Finance Department. Any interpretation, corrections or changes of said Bid Specifications, Opening Date, or Time Change will be made by Addendum only. Interpretations, Corrections or changes of said bid made in any other manner will not be binding and the Bidder shall not rely upon such interpretation, corrections and changes.

MODIFICATION OF BID

Bids may be withdrawn upon receipt of written request prior to the scheduled bid opening for the purpose of making any corrections or changes. Such corrections must be properly identified and signed or initialed by the Bidder. Resubmission must be prior to the scheduled bid opening time in order to be considered. After bid opening, no price modifications of submitted bids or other provisions shall be permitted.

WITHDRAWAL OF BID

A low Bidder alleging a material mistake of fact, after bids have been opened may request their bid be withdrawn upon receipt of a written request to the Finance Department prior to the scheduled awarding date.

INSPECTION

Final inspection and acceptance will be made at the City's destination. Products rejected for nonconformance with the specifications shall be removed by the Bidder; at his/her risk and expense promptly after notice of rejection.

FEDERAL TAX IDENTIFICATION NUMBER

Pursuant to IRS requirements, Bidder shall provide their Federal Tax ID Number if Bidder is incorporated. If Bidder is a sole proprietorship or partnership then they shall provide their Social Security Number.

FEDERAL TAX ID NUMBER: 85-0326-697

SOCIAL SECURITY NUMBER: N/A

NEW MEXICO TAX IDENTIFICATION NUMBER

Payment may be withheld under (Section 7-10-5, N.M.S.A. 1978) if you are subject to New Mexico Gross Receipts Tax and have not registered for a New Mexico (CRS) Tax Identification Number. Contact the New Mexico Taxation & Revenue Department at (505) 827-0700 for registering instructions.

NEW MEXICO TAX IDENTIFICATION NO. (CRS): 03-111954-00-9

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Bidder shall submit a completed Campaign Contribution Disclosure Form Pursuant to Chapter 81, Laws of 2006.

### COMMERCIAL WARRANTY

The Bidder agrees that the products or services furnished under a Purchase Order shall be covered by the most favorable commercial warranties that the Bidder gives to any customer for such products or services. And that the rights and remedies provided therein shall extend to the City and are in addition to and do not limit any rights afforded to the City by any other clause of its Purchase Order. Bidder agrees not to disclaim warranties of fitness for any particular purpose or merchantability.

Furthermore, Bidder agrees that its warranty for all products furnished under a Purchase Order pursuant to this Call for Bids shall be for a period of one year following the installation of said products by others. Also a receipt of a notice by the City's Engineer the products have been installed correctly and have been demonstrated to be capable of performing their intended function.

### SPECIAL NOTICE

To preclude possible errors and/or misinterpretations, bid prices must be affixed in ink or typewritten legibly. ~~Enclose one (1) original and two (2) copies of Bid documents.~~

### DEFAULT

The City reserves the right to cancel all or any part of an order without cost to the City if the Bidder fails to meet the provisions of the City's Purchase Order or the product specifications and to hold the Bidder liable for any excess costs occasioned due to the Bidder's default. The Bidder shall not be liable for any excess costs if failure to perform on an order arises out of cause beyond the control and without fault or negligence of the Bidder. Such causes include, but are not restricted to, acts of God or public enemy; acts of State or Federal Government; fires, floods, epidemics, quarantine restrictions, strikes, embargoes, unusually severe weather, or defaults of subcontractors. Due to any of the above unless the City shall determine that the supplies or services to be furnished by the subcontractor are obtainable from other sources in the City in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law.

### BID PROTESTS

If any Bidder is of the opinion that the specifications as written preclude him/her from submitting a bid. His/her opinion should be made known to the Department involved in this bid request at least twelve (12) days prior to the scheduled bid opening date with a copy forwarded to the Finance Department. Bid protests will not be considered from parties which do not also furnish satisfactory documentation with their protest that their proposed system fully meets the functional intent of the TECHNICAL SPECIFICATIONS which accompany a Call for Bids.

### NON-EXCLUSION

Specifications of the bid request are not meant to exclude any Bidder or Manufacturer. Where a brand name or equal is indicated, it is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to restrict competition. "No Substitute" specifications may be authorized, only if required to match existing equipment.

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Brand names and numbers are for reference only and equivalents will be considered. If bidding "EQUIVALENT" Bidder must be prepared to furnish complete data upon request, preferably with the bid to avoid awarding delay.

### CONTRACT

When the City issues a Purchase Order in response to an awarded Bid a binding contract is created (unless a specified contract has been created).

### TERMINATION

This Price Agreement may be terminated by either party upon signing a written notice to the other party at least thirty (30) days in advance of the date of termination. Notice of termination of this Price Agreement shall not affect any outstanding orders.

### TAXES

Bidder must pay all applicable taxes.

### NOTE:

If bidder is from outside the City of Las Vegas, the successful bidder must pay Gross Receipts in the City of Las Vegas.

## CITY OF LAS VEGAS UNIFORM

The City of Las Vegas is requesting sealed bids for its employee uniform.

BID ITEM	DESCRIPTION	PRICE PER ITEM	
		<u>WOMEN</u>	<u>MEN</u>
1.	<u>TROUSERS</u>		
	A. Levi 517 or Equal (518 LADIES)	\$ <u>39.00</u>	\$ <u>39.00</u>
	B. Levi 550 or Equal (512/515 LADIES)	\$ <u>39.00</u>	\$ <u>39.00</u>
	C. Levi 501 or Equal (501 LADIES)	\$ <u>39.00</u>	\$ <u>39.00</u>
	D. Carhartt Double Knee or Equal	\$ <u>42.00</u>	\$ <u>42.00</u>
	E. Wrangler 936 DEN or Equal	\$ <u>28.00</u>	\$ <u>28.00</u>
	F. Wrangler 31 MWZDN or Equal	\$ <u>28.00</u>	\$ <u>28.00</u>
2.	<u>COVERALLS</u>		
	A. Bib	\$ <u>70.00</u>	\$ <u>70.00</u>
	B. Full Overalls	\$ <u>78.00</u>	\$ <u>78.00</u>
	C. Coveralls (lightweight)	\$ <u>N/A</u>	\$ <u>42.00</u>

(ATTACHED LIST OF STYLES)

Untitled

POPULAR DRY GOODS  
119 BRIDGE STREET  
LAS VEGAS. NM 87701  
(505)425-7272

BID #2017-02 TROUSERS AND COVERALLS  
ATTACHED LIST OF STYLES

\* NOTED (ALL MERCHANDISE INCLUDED IN THIS LIST ARE OF 1ST QUALITY, NO 2ND QUALITY  
(SM DEFECTS) OR IRREGULARS.)

LEVI'S BRAND- AS REQUESTED (100% MEETS SPECIFICATIONS)

MENS STYLES: \$39.00  
517 BOOTCUT  
550 RELAXED FIT TAPERED LEG  
501 PRE-WASHED ORIG STRAIGHT LEG  
(ADDITIONAL STYLES)  
569 LOOSE FIT STRAIGHT LEG  
505 PRE-WASHED ORIG STRAIGHT LEG ZIPPER

WOMENS STYLES: \$39.00  
518 BOOTCUT  
512 STRAIGHT OR BOOTCUT  
515 STRAIGHT OR BOOTCUT  
501 ORIG STRAIGHT LEG  
(ADDITIONAL STYLE)  
535 SKINNY

WRANGLER BRAND- AS REQUESTED (100% MEETS SPECIFICATIONS)

MENS STYLES: 28.00  
936PWD SLIM FIT  
13MWZPW ORIG FIT  
31MWZDN RELAXED FIT  
(ADDITIONAL STYLES)  
3W010AI WORK FIT  
3W050AI WORK FIT  
3W040AI WORKFIT

WOMENS STYLES: \$28.00  
14MWZG SLIM FIT  
18MWZSW ORIG FIT  
(ADDITIONAL STYLES)  
WB101AD WORK FIT  
WRW83RS WORK FIT

Untitled

POPULAR DRY GOODS  
119 BRIDGE STREET  
LAS VEGAS, NM 87701  
(505)425-7272

BID #2017-02 TROUSERS AND COVERALLS  
CONTINUATION OF ATTACHED LIST

CARHARTT- AS REQUESTED (100% MEETS SPECIFICATIONS)

MENS STYLES: \$42.00  
BO1 DOUBLE FRNT DUNGAREE (BLK/BRN ONLY)  
(ADDITIONAL STYLE)  
B73 DOUBLE FRNT DUNGAREE (DENIM)

WOMENS STYLES: \$42.00  
102323 DOUBLE FRNT DUNGAREE (BLK/DKBRN ONLY)  
100649 ORIG FIT JEAN (DENIM)

COVERALLS AND BIB OVERALLS- 100% MEETS SPECIFICATIONS

MENS STYLES: \$78.00  
KEY 975 BLK/BRN COVERALL  
BERNE I417 BLK/DKBRN COVERALL

MENS STYLES BIBS: \$70.00  
KEY 275 BIB BLK/BRN  
BERNE B213 BIB BLK/DKBRN

MENS STYLE: 42.00 LIGHT WEIGHT COVERALL  
KEY LIGHT WEIGHT 995 NVY W/ZIPPER

WOMENS BIB OVERALL: 70.00  
BERNE WB515 BLK/DKIBRN

**SPECIFICATIONS:**

**TROUSERS:** 100% rugged cotton, stonewashed, preshrunk, heavyweight denim, zipper or button fly. Color to be denim blue or dark color (to include women and petite sizes).

**COVERALLS:** Insulated/lightweight with 4 or more oz. of polyester fiberfill, quilted to a nylon tricot lining. Coveralls intended for use over work clothes. Coveralls should have side leg zippers, two pockets with direct access to trousers and to be either Bib or Full overalls. (include women's and petite sizes).

**NOTE:**

1. Prices to remain firm for a period of two (2) year after date of bid award.
2. Successful bidder to be available to size and fit employees
3. Successful bidder must guarantee uniforms within a reasonable time frame (waiting period shall not exceed one (1) month)

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective contractor" means a person who is subject to the competitive sealed

proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

(The above fields are unlimited in size) \_\_\_\_\_

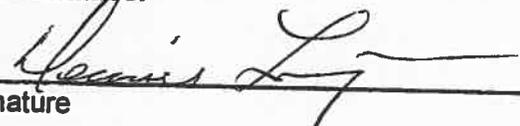
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

-OR-

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.**

  
\_\_\_\_\_  
Signature

July 6, 2016  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

**REQUEST FOR BIDS**

The City of Las Vegas, New Mexico will open Sealed Bids at 2:15 p.m., July 10, 2016, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

**EMPLOYEE UNIFORM / TROUSER - COVERALL**

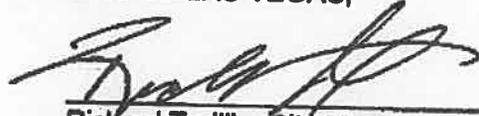
The BIDDING FORMS AND TECHNICAL SPECIFICATIONS may be examined at the following location: 1700 N. Grand, Las Vegas, NM 87701

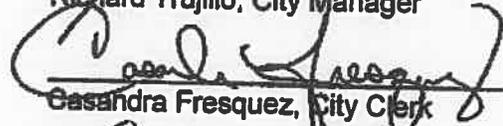
Copies of the BIDDING FORMS AND TECHNICAL SPECIFICATIONS may be obtained at the office of: 1700 N. Grand Las Vegas, NM 87701

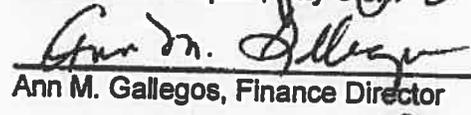
Mailed Bids should be addressed to the City Clerk, 1700 N. Grand Ave., Las Vegas, New Mexico 87701; with the envelope marked: **EMPLOYEE UNIFORM TROUSER-COVERALL** Opening No. 2017-02; on the lower left-hand corner of the submitted envelope. It shall be the responsibility of the bidder to see that their bid is delivered to the City Clerk by the date and time set for the bid request. If the mail or delivery of bid request is delayed beyond the opening date and time, bid thus delayed will not be considered. A public opening will be held and any bidder or their authorized representative is invited to attend.

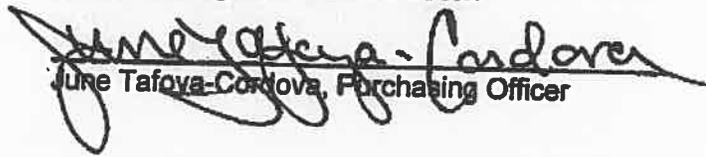
The City of Las Vegas reserves the right to reject any/or all bids submitted.

CITY OF LAS VEGAS,

  
Richard Trujillo, City Manager

  
Casandra Fresquez, City Clerk

  
Ann M. Gallegos, Finance Director

  
June Tafaya-Cordova, Purchasing Officer

Opening No. 2017-02

Date Issued: June 15, 2016

Date Issued: Published: Las Vegas Optic June 19 + 22, 2016  
Albuquerque Publishing June 19 + 22, 2016  
[www.lasvegasnm.gov](http://www.lasvegasnm.gov)

**BIDDER INFORMATION**

BIDDER: \_\_\_\_\_

AUTHORIZED AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_

FAX NUMBER (\_\_\_\_\_) \_\_\_\_\_

DELIVERY: \_\_\_\_\_

STATE PURCHASING RESIDENT CERTIFICATION NO.: \_\_\_\_\_

NEW MEXICO CONTRACTORS LICENSE NO.: \_\_\_\_\_

BID ITEM (S): Employee Uniform / Trouser / Coverall

**ITEM (S) UNDER THIS BID ARE TO BE F.O.B. LAS VEGAS, NEW MEXICO 87701. THE CITY OF LAS VEGAS RESERVES THE RIGHT REJECT ANY OR ALL BIDS AND TO WAIVE ANY TECHNICAL IRREGULARITY IN THE FORM OF THE BID.**

**AFFIDAVIT FOR FILING WITH COMPETITIVE BID**

STATE OF \_\_\_\_\_ }

COUNTY OF \_\_\_\_\_ }

I \_\_\_\_\_, of lawful age, being of first duly sworn in oath, say that I am the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to the terms of said prospective contract, or any other terms of said prospective contract; or in any discussion between bidders with any city official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

(SEAL)

\_\_\_\_\_  
Notary Public Signature  
My Commission Expires: \_\_\_\_\_

## STANDARD BID CLAUSES

### AWARDED BID

Awarding of Bid shall be made to the responsible Bidder whose Bid meets the required specifications. The City of Las Vegas (City) reserves the right to reject or accept any of all Bid specifications and to waive any insubstantial irregularity in the form of the Bid.

The City of Las Vegas may make multiple awards of the bid, to those bidding in law enforcement related services. The City Reserves the right to award the bid to the most advantageous Bidder to the City.

### TIMETABLE

Bids pursuant to this request must be received at the City Clerk's Office at 1700 North Grand Avenue, Las Vegas, New Mexico, on or before July 16, 2016 at which time all bids received will be opened. An opening will occur at the City's Council Chambers or other designated area at the City Offices. Awarding of Bid is projected for July, 2016. The successful Bidder will be notified by mail.

### ENVELOPES

Sealed Bid envelopes shall be clearly marked on the lower left-hand corner, identified by the Bid Name and Opening Number. Failure to comply with this requirement may result in the rejection of your submitted Bid. Enclose one (1) original and two (2) copies of Bid.

### BRIBERY AND KICKBACK

The Procurement Code of New Mexico; (Section 13-1-28 through 13-1-99 N.M.S.A. 1978), impose a third degree felony penalty for bribery of a public official or public employee. In addition the New Mexico Criminal Statutes (Section 30-4-1, N.M.S.A. 1978): state that It is a third degree felony to commit the offense of demanding or receiving a bribe by a public official of public employee. And (Section 30-24-2, N.M.S.A. 1978): it is a fourth degree felony to commit the offense of soliciting or receiving illegal kickbacks. Also (Section 30-41-1 through 30-41-3, N.M.S.A. 1978): states that it is a fourth degree felony to commit the offense of offering or paying illegal kickbacks.

### NON-COLLUSION

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### RESPONSIBILITY OF BIDDER

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Pursuant to IRS requirements, Bidder shall provide their Federal Tax ID Number if Bidder is incorporated. If Bidder is a sole proprietorship or partnership then they shall provide their Social Security Number.

FEDERAL TAX ID NUMBER: \_\_\_\_\_  
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### SPECIAL NOTICE

To preclude possible errors and/or misinterpretations, bid prices must be affixed in ink or typewritten legibly. Enclose one (1) original and two (2) copies of Bid documents.

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The City reserves the right to cancel all or any part of an order without cost to the City if the Bidder fails to meet the provisions of the City's Purchase Order or the product specifications and to hold the Bidder liable for any excess costs occasioned due to the Bidder's default. The Bidder shall not be liable for any excess costs if failure to perform on an order arises out of cause beyond the control and without fault or negligence of the Bidder. Such causes include, but are not restricted to, acts of God or public enemy; acts of State or Federal Government; fires, floods, epidemics, quarantine restrictions, strikes, embargoes, unusually severe weather, or defaults of subcontractors. Due to any of the above unless the City shall determine that the supplies or services to be furnished by the subcontractor are obtainable from other sources in the City in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law.

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### NOTE:

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**SPECIFICATIONS:**

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**NOTE:**

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3. Successful bidder must guarantee uniforms within a reasonable time frame (waiting period shall not exceed one (1) month)

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective contractor" means a person who is subject to the competitive sealed

proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

(The above fields are unlimited in size) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

-OR-

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE:** 07/08/2016

**DEPT:** Utilities Dept.

**MEETING DATE:** 07/20/2016

**ITEM/TOPIC:** Award request for bid #2017-03 for employee uniform – shirt-jacket to Popular Dry Goods.

**ACTION REQUESTED OF COUNCIL:** Approval / Disapproval to award request for bid #2017-03 to Popular Dry Goods.

**BACKGROUND/RATIONALE:** The City of Las Vegas must issue a new request for bids for employee uniforms at the beginning of each fiscal year.

Advertised: 06/19 & 22/2016; Albuquerque Journal, Las Vegas Optic, City Website  
Bid Opening: July 6, 2016  
Number of Bidders: 2 – Popular Dry Goods and Rowan Enterprises  
Lowest Bidder: Popular Dry Goods  
Amount: 320.00 per set.  
Budget Line Item: Varies per department.

**STAFF RECOMMENDATION:** Approval to award request for bid #2017-03 to Popular Dry Goods.

**COMMITTEE RECOMMENDATION:**

**THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.**

  
\_\_\_\_\_  
SUBMITTER'S SIGNATURE

**REVIEWED AND APPROVED BY:**

  
\_\_\_\_\_  
TONITA GURULE-GIRON  
MAYOR

  
\_\_\_\_\_  
RICHARD TRUJILLO  
CITY MANAGER

\_\_\_\_\_  
ANN MARIE GALLEGOS  
FINANCE DIRECTOR  
(PROCUREMENT)

\_\_\_\_\_  
PURCHASING AGENT  
(FOR BID/RFP AWARD)

\_\_\_\_\_  
H. CHICO GALLEGOS  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)

Item	Popular Dry Goods		Rowan Enterprises LLC dba Rowan Apparel	
	Bid # 2017-03		Bid # 2017-03	
	Women	Men	Women	Men
<b>Shirts with Embroidery</b>				
Snap or Bottom Work Shirt	\$ 32.00	\$ 32.00	\$45.00/\$35.00	\$45.00/\$35.00
Polo Shirt	\$ 24.00	\$ 24.00	\$ 18.00	\$ 18.00
<b>T-Shirts</b>				
	\$ 15.00	\$ 15.00	\$ 10.00	\$ 10.00
<b>Jacket Winter</b>				
	\$85.00/\$70.00	\$85.00/\$70.00	\$85.00/\$67.00	\$85.00/\$67.00
<b>Jacket - Light</b>				
	\$ 68.00	\$ 68.00	\$ 42.00	\$ 42.00

**Note: Will bring product to size employee**

**Note: Prices reflect different brands names**



**CITY OF LAS VEGAS  
PROPOSAL/BID OPENING**

DATE: 6-Jul-2016

OPENING NO.: 2017-03

TIME: 2:30PM

DEPARTMENT: UTILITIES

LOCATION: City Council Chambers  
1700 N. Grand Ave.  
Las Vegas, NM 87701

ITEM(S): EMPLOYEE UNIFORM / SHIRT-JACKET

RECEIVED FROM:	AMOUNT	BID BOND	AFFIDAVIT NOTARIZED	CAMPAIGN DISC FORM
1 Popular Dry Goods			✓	✓
2 Rowan Apparel			✓	✓
3				
4				
5				
5				

COMPANY REPRESENTATIVE	COMPANY NAME
<i>Shane White</i>	CLV
<i>Dennise</i>	CCV
<i>Brenda Manning</i>	
<i>Mary Jean</i>	

(use other side of form when full)

COPIES TAKEN BY: *Anna Gonzalez*  
DATE: 7-16-16

COPIES TAKEN BY: *Dennise*  
DATE: 7-16-16

OPENED BY: FINANCE DEPARTMENT  
*June Salgado*  
DATE: 7-16-16

RECEIVED  
JUL - 6 2016

**REQUEST FOR BIDS**

The City of Las Vegas, New Mexico will open Sealed Bids at 2:30 p.m. June 14, 2016, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

**EMPLOYEE UNIFORM / SHIRT - JACKET**

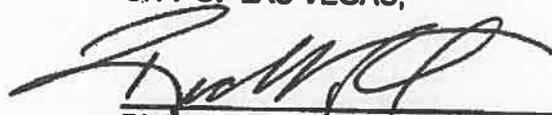
The BIDDING FORMS AND TECHNICAL SPECIFICATIONS may be examined at the following location: 1700 N. Grand, Las Vegas, NM 87701

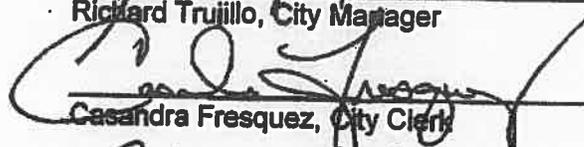
Copies of the BIDDING FORMS AND TECHNICAL SPECIFICATIONS may be obtained at the office of: 1700 N. Grand Las Vegas, NM 87701

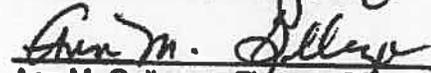
Mailed Bids should be addressed to the City Clerk, 1700 N. Grand Ave., Las Vegas, New Mexico 87701; with the envelope marked: **EMPLOYEE UNIFORM SHIRT-JACKET** Opening No. 2017-03; on the lower left-hand corner of the submitted envelope. It shall be the responsibility of the bidder to see that their bid is delivered to the City Clerk by the date and time set for the bid request. If the mail or delivery of bid request is delayed beyond the opening date and time, bid thus delayed will not be considered. A public opening will be held and any bidder or their authorized representative is invited to attend.

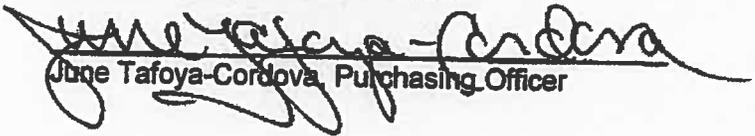
The City of Las Vegas reserves the right to reject any/or all bids submitted.

CITY OF LAS VEGAS,

  
Richard Trujillo, City Manager

  
Casandra Fresquez, City Clerk

  
Ann M. Gallegos, Finance Director

  
June Tafoya-Cordova, Purchasing Officer

Opening No. 2017-03

Date Issued: June 15, 2016

Date Issued: Published:

Las Vegas Optic June 14 22, 2016  
Albuquerque Publishing June 14 22, 2016  
[www.lasvegasnm.gov](http://www.lasvegasnm.gov)

BIDDER INFORMATION

BIDDER: POPULAR DRY GOODS

AUTHORIZED AGENT: DENNIS LUJAN / BRENDA MANNING

ADDRESS: 119 BRIDGE STREET, LAS VEGAS, NM 87701

TELEPHONE NUMBER (505) 425-7272

FAX NUMBER (505) 425-7272 (CALL FIRST)

MOST IN STOCK, 10 WORKING DAYS IF ORDERED, NOT LA DELIVERY: FOR BACKORDERS, IF IT EXCEEDS YOUR 30 DAY REQUIREMENT EMPLOYEE MUST MAKE ANOTHER AVAILABLE SELECTION. EMBROIDERED

STATE PURCHASING RESIDENT CERTIFICATION NO.: MUST ALSO BE GIVEN A REASONABLE TIME-FRAME TO COMPLETE ORDER

NEW MEXICO CONTRACTORS LICENSE NO.: N/A

BID ITEM (S): Employee Uniform / Shirt / Jacket

ITEM (S) UNDER THIS BID ARE TO BE F.O.B. LAS VEGAS, NEW MEXICO 87701. THE CITY OF LAS VEGAS RESERVES THE RIGHT REJECT ANY OR ALL BIDS AND TO WAIVE ANY TECHNICAL IRREGULARITY IN THE FORM OF THE BID.

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF New Mexico

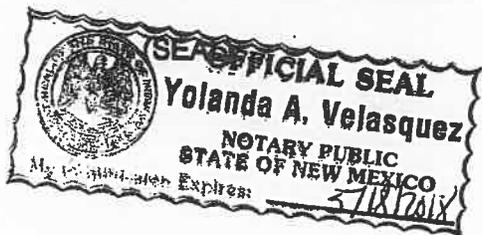
COUNTY OF San Miguel

I Dennis Lujan, of lawful age, being of first duly sworn in oath, say that I am the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to the terms of said prospective contract, or any other terms of said prospective contract; or in any discussion between bidders with any city official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

Dennis Lujan  
Signature  
day of July, 2016.

Subscribed and sworn to before me, this 6

Yolanda Velasquez  
Notary Public Signature  
My Commission Expires: 5/18/2018



## STANDARD BID CLAUSES

### AWARDED BID

Awarding of Bid shall be made to the responsible Bidder whose Bid meets the required specifications. The City of Las Vegas (City) reserves the right to reject or accept any of all Bid specifications and to waive any insubstantial irregularity in the form of the Bid.

The City of Las Vegas may make multiple awards of the bid, to those bidding in law enforcement related services. The City Reserves the right to award the bid to the most advantageous Bidder to the City.

### TIMETABLE

Bids pursuant to this request must be received at the City Clerk's Office at 1700 North Grand Avenue, Las Vegas, New Mexico, on or before July 16, 2016, at which time all bids received will be opened. An opening will occur at the City's Council Chambers or other designated area at the City Offices. Awarding of Bid is projected for July, 2016. The successful Bidder will be notified by mail.

### ENVELOPES

Sealed Bid envelopes shall be clearly marked on the lower left-hand corner, identified by the Bid Name and Opening Number. Failure to comply with this requirement may result in the rejection of your submitted Bid. Enclose one (1) original and two (2) copies of Bid.

### BRIBERY AND KICKBACK

The Procurement Code of New Mexico; (Section 13-1-28 through 13-1-99 N.M.S.A. 1978), impose a third degree felony penalty for bribery of a public official or public employee. In addition the New Mexico Criminal Statutes (Section 30-4-1, N.M.S.A. 1978): state that it is a third degree felony to commit the offense of demanding or receiving a bribe by a public official of public employee. And (Section 30-24-2, N.M.S.A. 1978): it is a fourth degree felony to commit the offense of soliciting or receiving illegal kickbacks. Also (Section 30-41-1 through 30-41-3, N.M.S.A. 1978): states that it is a fourth degree felony to commit the offense of offering or paying illegal kickbacks.

### NON-COLLUSION

In signing their Bid and Affidavit, the Bidder certifies that he/she has not, either directly or indirectly entered into action of restraint of free competition, in the connection with the submitted bid.

### RESPONSIBILITY OF BIDDER

At all times it shall be the responsibility of the Bidder to see their bid is delivered to the City Clerk by the Date and Time scheduled for opening. If the mail or delivery of said Bid is delayed beyond the scheduled opening date and time set, bid this delayed will not be considered.

**CLARIFICATION OF BID**

Bidder requiring clarification or interpretation of Bid specifications shall make a written request to the Department involved in this bid request at least five (5) days prior to the scheduled bid opening date with a copy forwarded to the Finance Department. Any interpretation, corrections or changes of said Bid Specifications, Opening Date, or Time Change will be made by Addendum only. Interpretations, Corrections or changes of said bld made in any other manner will not be binding and the Bidder shall not rely upon such interpretation, corrections and changes.

**MODIFICATION OF BID**

Bids may be withdrawn upon receipt of written request prior to the scheduled bid opening for the purpose of making any corrections or changes. Such corrections must be properly identified and signed or initialed by the Bidder. Resubmission must be prior to the scheduled bid opening time in order to be considered. After bid opening, no price modifications of submitted bids or other provisions shall be permitted.

**WITHDRAWAL OF BID**

A low Bidder alleging a material mistake of fact, after bids have been opened may request their bid be withdrawn upon receipt of a written request to the Finance Department prior to the scheduled awarding date.

**INSPECTION**

Final inspection and acceptance will be made at the City's destination. Products rejected for nonconformance with the specifications shall be removed by the Bidder; at his/her risk and expense promptly after notice of rejection.

**FEDERAL TAX IDENTIFICATION NUMBER**

Pursuant to IRS requirements, Bidder shall provide their Federal Tax ID Number if Bidder is incorporated. If Bidder is a sole proprietorship or partnership then they shall provide their Social Security Number.

FEDERAL TAX ID NUMBER: 85-0326-697  
SOCIAL SECURITY NUMBER: N/A

**NEW MEXICO TAX IDENTIFICATION NUMBER**

Payment may be withheld under (Section 7-10-5, N.M.S.A. 1978) if you are subject to New Mexico Gross Receipts Tax and have not registered for a New Mexico (CRS) Tax Identification Number. Contact the New Mexico Taxation & Revenue Department at (505) 827-0700 for registering instructions.

NEW MEXICO TAX IDENTIFICATION NO. (CRS): 03-111954-00-9

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Bidder shall submit a completed Campaign Contribution Disclosure Form Pursuant to Chapter 81, Laws of 2006.

### COMMERCIAL WARRANTY

The Bidder agrees that the products or services furnished under a Purchase Order shall be covered by the most favorable commercial warranties that the Bidder gives to any customer for such products or services. And that the rights and remedies provided therein shall extend to the City and are in addition to and do not limit any rights afforded to the City by any other clause of its Purchase Order. Bidder agrees not to disclaim warranties of fitness for any particular purpose or merchantability.

Furthermore, Bidder agrees that its warranty for all products furnished under a Purchase Order pursuant to this Call for Bids shall be for a period of one year following the installation of said products by others. Also a receipt of a notice by the City's Engineer the products have been installed correctly and have been demonstrated to be capable of performing their intended function.

### SPECIAL NOTICE

To preclude possible errors and/or misinterpretations, bid prices must be affixed in ink or typewritten legibly. ~~Enclose one (1) original and two (2) copies of Bid documents.~~

### DEFAULT

The City reserves the right to cancel all or any part of an order without cost to the City if the Bidder fails to meet the provisions of the City's Purchase Order or the product specifications and to hold the Bidder liable for any excess costs occasioned due to the Bidder's default. The Bidder shall not be liable for any excess costs if failure to perform on an order arises out of cause beyond the control and without fault or negligence of the Bidder. Such causes include, but are not restricted to, acts of God or public enemy; acts of State or Federal Government; fires, floods, epidemics, quarantine restrictions, strikes, embargoes, unusually severe weather, or defaults of subcontractors. Due to any of the above unless the City shall determine that the supplies or services to be furnished by the subcontractor are obtainable from other sources in the City in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law.

### BID PROTESTS

If any Bidder is of the opinion that the specifications as written preclude him/her from submitting a bid. His/her opinion should be made known to the Department involved in this bid request at least twelve (12) days prior to the scheduled bid opening date with a copy forwarded to the Finance Department. Bid protests will not be considered from parties which do not also furnish satisfactory documentation with their protest that their proposed system fully meets the functional intent of the TECHNICAL SPECIFICATIONS which accompany a Call for Bids.

### NON-EXCLUSION

Specifications of the bid request are not meant to exclude any Bidder or Manufacturer. Where a brand name or equal is indicated, it is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to restrict competition. "No Substitute" specifications may be authorized, only if required to match existing equipment.

If any Bidder is of the opinion that the specifications as written preclude him/her from submitting a bid. His/her opinion should be made known to the Department involved in this bid request at least five (5) days prior to the scheduled bid opening date; with a copy forwarded to the Finance Department.

Brand names and numbers are for reference only and equivalents will be considered. If bidding "EQUIVALENT" Bidder must be prepared to furnish complete data upon request, preferably with the bid to avoid awarding delay.

### CONTRACT

When the City issues a Purchase Order in response to an awarded Bid a binding contract is created (unless a specified contract has been created).

### TERMINATION

This Price Agreement may be terminated by either party upon signing a written notice to the other party at least thirty (30) days in advance of the date of termination. Notice of termination of this Price Agreement shall not affect any outstanding orders.

### TAXES

Bidder must pay all applicable taxes.

### NOTE:

If bidder is from outside the City of Las Vegas, the successful bidder must pay Gross Receipts in the City of Las Vegas.

## CITY OF LAS VEGAS UNIFORM

The City of Las Vegas is requesting sealed bids for its employee uniform.

BID ITEM	DESCRIPTION	PRICE PER ITEM	
		<u>WOMEN</u>	<u>MEN</u>
1.	<b><u>SHIRTS</u></b>		
	A. Snaps or Buttons Work Shirts/Denim	\$ _____	\$ _____
	B. Polo Shirts Long/Short Sleeves or Equal	\$ _____	\$ _____
	C. Tee Shirt/Undershirt Short Sleeves	\$ _____	\$ _____
2.	<b><u>JACKET</u></b>		
	A. Winter	\$ _____	\$ _____
	B. Light Weight Jacket	\$ _____	\$ _____

\* NOTE : ATTACHED LISTING OF PRODUCT AND PRICES

**Untitled**

**POPULAR DRY GOODS  
119 BRIDGE STREET  
LAS VEGAS, NM 87701  
(505)425-7272**

**BID# 2017-03 SHIRT- JACKET  
ATTACHED LIST OF STYLES**

**\*NOTED (ALL MERCHANDISE INCLUDED IN THIS LIST ARE OF 1ST QUALITY, NO 2ND QUALITY  
(SM DEFECTS) OR IRREGULARS.)**

**POLO SHIRTS W/ EMBROIDERY**

**GILDEN POLO (100% MEETS SPECIFICATIONS) BLK/NVY MENS AND WOMENS \$24.00  
CARHARTT POLO K570 (MEETS MOST SPECIFICATIONS) BLK/NVY MENS \$30.00**

**SHIRTS W/ ENBROIDERY \$32.00**

**MENS STYLES**

**KEY 541.45 LS DENIM SNAP  
KEY 542.45 LS DENIM BUTTON  
KEY 507.45 SS DENIM BUTTON  
KEY 5007.45 SS DENIM SNAP  
WRANGLER 3W501NV LS BUTTON  
WRANGLER 3W501BK LS BUTTON  
CARHARTT TWILL S223 BUTTON  
CARHARTT TWILL S224 BUTTON**

**WOMENS STYLES**

**WRANGLER LW3791D LS DENIM SNAP  
CARHARTT 102073 LS BUTTON NAVY**

**T-SHIRTS NO EMBROIDERY MENS AND WOMENS \$15.00**

**GILDEN BRAND MENS AND WOMENS LS AND SS BLK/NVY  
CARHARTT MENS LS AND SS BLK/NVY  
BERNE MENS LS AND SS BLK/NVY  
(ALSO AVAILABLE IF STIPULATED IN PO)  
SAFETY T-SHIRTS IN YELLOW W/REFLECTOR STRIPE  
SAFETY VEST IN YELLOW W/ REFLECTOR STRIPE**

Untitled

**POPULAR DRY GOODS  
119 BRIDGE STREET  
LAS VEGAS, NM 87701  
(505)425-7272**

**BID #2017-03 SHIRT-JACKET  
CONTINUATION OF ATTACHED LIST**

**JACKET- WINTER**

**MENS STYLES**

**BERNE HJ375 HOODED BLK/DKBRN- \$70.00  
BERNE J374 NON-HOODED BLK/DKBRN- \$70.00  
KEY 337 HOODED BLK/BARK- \$70.00  
KEY 377 NON-HOODED BLK/BARK- \$70.00  
(ADDITIONAL STYLE)  
CARHARTT J130 HOODED BLK/DKBRN- \$85.00  
CARHARTT 101228 NON-HOODED BLK/DKBRN \$85.00**

**WOMENS STYLES**

**BERNE WHJ52 HOODED BLK/DKBRN- \$70.00  
CARHARTT WJ130 HOODED DKBRN- \$85.00**

**JACKET- LIGHT- \$68.00**

**MENS STYLES- BLK**

**BERNE JS200 RAIN DEFENDER SOFT SHELL  
AVALON NJ650 RAIN DEFENDER SOFT SHELL**

**WOMENS STYLES-BLK**

**BERNE WJS300 RAIN DEFENDER SOFT SHELL  
POWDER RIVER RAIN DEFENDER SOFT SHELL**

## **SPECIFICATIONS:**

**SHIRT:** Shirts to be 100% cotton. Indigo Vertical Dobby, buttons/snaps, long or short sleeves, with button down collar. Straight back yoke with center box pleat and three buttons adjustable cuff and should be pre-washed for comfort, colors to be in, black or navy blue. Shirt should have left front chest pocket with button closure. To include employees name embroidered over left side pocket and "City of Las Vegas" embroidered on the right. Embroidery to be in gold colored thread on dark colored shirts. (Include women's and petite sizes).

**POLO SHIRTS:** Polo shirts are to be 5.7 oz. 100% cotton. Colors to be in navy blue or black. **Embroidery:** To include employees name on the left side and "City of Las Vegas" on the right, in gold colored thread on dark colored shirts. (Include women's and petite sizes).

**TSHIRT/UNDERSHIRT:** Colors to be in navy blue or black, pocket, 6.5 oz., pre-shrunk 100% cotton, double-needle stitched neckline, bottom hem and sleeves, Quarter-turned, Seven-eighths Inch seamless collar, Shoulder-to-shoulder taping, no embroidery on under shirts (t-shirts)

**JACKET:** Jacket to waist length. It needs to be heavyweight 12oz. 100% cotton. Jacket should be water repellent, wind and rip resistant. Jacket should be lined with black brushed tricot quilted to form inner lining, zipper front hand warmer pockets. Jacket should be available with or without drawstring hood. Jacket to be available in colors: dark brown and black. (Include women's and petite sizes).

**LIGHT WEIGHT JACKET:** Jacket to waist length. It needs to be water proof shell jacket with mesh lining features a vented back for breathability, zipper front. Jacket should be available with or without drawstring hood. Jacket to be available in colors: Dark brown and black. (Include women's and petite sizes).

## **NOTE:**

1. Prices to remain firm for a period of two (2) year after date of bid award.
2. Embroidery shall be in gold colored thread on dark colored shirts and include First and Last Name on the left, "City of Las Vegas" on the right, no embroidery on under shirts (t-shirts)
3. Successful bidder to be available to size and fit employees
4. Successful bidder must guarantee uniforms within a reasonable time frame (waiting period shall not exceed one (1) month)

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

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The following definitions apply:

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"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

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proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

(The above fields are unlimited in size) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title (position) \_\_\_\_\_

-OR-

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.**

*Dennis Ly*  
Signature \_\_\_\_\_

*July 6, 2016*  
Date \_\_\_\_\_

\_\_\_\_\_  
Title (Position)

RECEIVED  
JUL - 6 2016

REQUEST FOR BIDS

CITY OF LAS VEGAS  
PURCHASING DEPT.

COPY

The City of Las Vegas, New Mexico will open Sealed Bids at 2:30 p.m. July 6, 2016, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

EMPLOYEE UNIFORM / SHIRT - JACKET

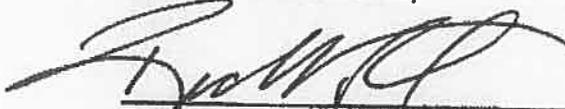
The BIDDING FORMS AND TECHNICAL SPECIFICATIONS may be examined at the following location: 1700 N. Grand, Las Vegas, NM 87701

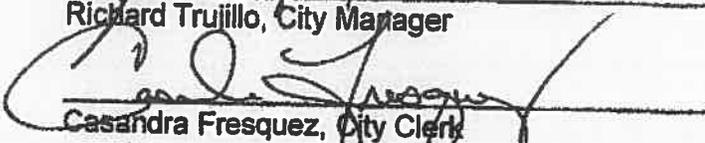
Copies of the BIDDING FORMS AND TECHNICAL SPECIFICATIONS may be obtained at the office of: 1700 N. Grand Las Vegas, NM 87701

Mailed Bids should be addressed to the City Clerk, 1700 N. Grand Ave., Las Vegas, New Mexico 87701; with the envelope marked: EMPLOYEE UNIFORM SHIRT-JACKET Opening No. 2017-03; on the lower left-hand corner of the submitted envelope. It shall be the responsibility of the bidder to see that their bid is delivered to the City Clerk by the date and time set for the bid request. If the mail or delivery of bid request is delayed beyond the opening date and time, bid thus delayed will not be considered. A public opening will be held and any bidder or their authorized representative is invited to attend.

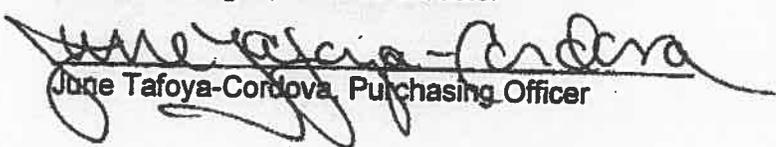
The City of Las Vegas reserves the right to reject any/or all bids submitted.

CITY OF LAS VEGAS,

  
Richard Trujillo, City Manager

  
Casandra Fresquez, City Clerk

  
Ann M. Gallegos, Finance Director

  
June Tafoya-Cordova, Purchasing Officer

Opening No. 2017-03

Date Issued: June 15, 2016

Date Issued: Published:

Las Vegas Optic June 19 + 22, 2016  
Albuquerque Publishing June 19 + 22, 2016  
[www.lasvegasnm.gov](http://www.lasvegasnm.gov)

BIDDER INFORMATION

BIDDER: Bowan Enterprises LLC dba Bowan Apparel

AUTHORIZED AGENT: Lavista Bowan

ADDRESS: 7400 Montgomery Blvd. NE #

TELEPHONE NUMBER (505) 344-9939

FAX NUMBER (505) 344-9939

DELIVERY: AS Needed

STATE PURCHASING RESIDENT CERTIFICATION NO.: \_\_\_\_\_

NEW MEXICO CONTRACTORS LICENSE NO.: \_\_\_\_\_

BID ITEM (S): Employee Uniform / Shirt / Jacket

ITEM (S) UNDER THIS BID ARE TO BE F.O.B. LAS VEGAS, NEW MEXICO 87701. THE CITY OF LAS VEGAS RESERVES THE RIGHT REJECT ANY OR ALL BIDS AND TO WAIVE ANY TECHNICAL IRREGULARITY IN THE FORM OF THE BID.

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF New Mexico

COUNTY OF Bernalillo

I Lavista Bowan, of lawful age, being of first duly sworn in oath, say that I am the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to the terms of said prospective contract, or any other terms of said prospective contract; or in any discussion between bidders with any city official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

Lavista Bowan  
Signature

day of June, 2016.

Subscribed and sworn to before me this 28th



**Cheryl L. Noguez**  
NOTARY PUBLIC  
STATE OF NEW MEXICO

My Commission Expires: 4-6-19

Cheryl L. Noguez  
Notary Public Signature  
My Commission Expires: 4-6-19

## STANDARD BID CLAUSES

### AWARDED BID

Awarding of Bid shall be made to the responsible Bidder whose Bid meets the required specifications. The City of Las Vegas (City) reserves the right to reject or accept any of all Bid specifications and to waive any insubstantial irregularity in the form of the Bid.

The City of Las Vegas may make multiple awards of the bid, to those bidding in law enforcement related services. The City Reserves the right to award the bid to the most advantageous Bidder to the City.

### TIMETABLE

Bids pursuant to this request must be received at the City Clerk's Office at 1700 North Grand Avenue, Las Vegas, New Mexico, on or before July 16, 2016 at which time all bids received will be opened. An opening will occur at the City's Council Chambers or other designated area at the City Offices. Awarding of Bid is projected for July 2016. The successful Bidder will be notified by mail.

### ENVELOPES

Sealed Bid envelopes shall be clearly marked on the lower left-hand corner, identified by the Bid Name and Opening Number. Failure to comply with this requirement may result in the rejection of your submitted Bid. Enclose one (1) original and two (2) copies of Bid.

### BRIBERY AND KICKBACK

The Procurement Code of New Mexico; (Section 13-1-28 through 13-1-99 N.M.S.A. 1978), impose a third degree felony penalty for bribery of a public official or public employee. In addition the New Mexico Criminal Statutes (Section 30-4-1, N.M.S.A. 1978): state that it is a third degree felony to commit the offense of demanding or receiving a bribe by a public official of public employee. And (Section 30-24-2, N.M.S.A. 1978): it is a fourth degree felony to commit the offense of soliciting or receiving illegal kickbacks. Also (Section 30-41-1 through 30-41-3, N.M.S.A. 1978): states that it is a fourth degree felony to commit the offense of offering or paying illegal kickbacks.

### NON-COLLUSION

In signing their Bid and Affidavit, the Bidder certifies that he/she has not, either directly or indirectly entered into action of restraint of free competition, in the connection with the submitted bid.

### RESPONSIBILITY OF BIDDER

At all times it shall be the responsibility of the Bidder to see their bid is delivered to the City Clerk by the Date and Time scheduled for opening. If the mail or delivery of said Bid is delayed beyond the scheduled opening date and time set, bid this delayed will not be considered.

CLARIFICATION OF BID

Bidder requiring clarification or interpretation of Bid specifications shall make a written request to the Department involved in this bid request at least five (5) days prior to the scheduled bid opening date with a copy forwarded to the Finance Department. Any interpretation, corrections or changes of said Bid Specifications, Opening Date, or Time Change will be made by Addendum only. Interpretations, Corrections or changes of said bid made in any other manner will not be binding and the Bidder shall not rely upon such interpretation, corrections and changes.

MODIFICATION OF BID

Bids may be withdrawn upon receipt of written request prior to the scheduled bid opening for the purpose of making any corrections or changes. Such corrections must be properly identified and signed or initialed by the Bidder. Resubmission must be prior to the scheduled bid opening time in order to be considered. After bid opening, no price modifications of submitted bids or other provisions shall be permitted.

WITHDRAWAL OF BID

A low Bidder alleging a material mistake of fact, after bids have been opened may request their bid be withdrawn upon receipt of a written request to the Finance Department prior to the scheduled awarding date.

INSPECTION

Final inspection and acceptance will be made at the City's destination. Products rejected for nonconformance with the specifications shall be removed by the Bidder; at his/her risk and expense promptly after notice of rejection.

FEDERAL TAX IDENTIFICATION NUMBER

Pursuant to IRS requirements, Bidder shall provide their Federal Tax ID Number if Bidder is incorporated. If Bidder is a sole proprietorship or partnership then they shall provide their Social Security Number.

FEDERAL TAX ID NUMBER: 46-1318493

SOCIAL SECURITY NUMBER: \_\_\_\_\_

NEW MEXICO TAX IDENTIFICATION NUMBER

Payment may be withheld under (Section 7-10-5, N.M.S.A. 1978) if you are subject to New Mexico Gross Receipts Tax and have not registered for a New Mexico (CRS) Tax Identification Number. Contact the New Mexico Taxation & Revenue Department at (505) 827-0700 for registering instructions.

NEW MEXICO TAX IDENTIFICATION NO. (CRS): 03-255919004

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Bidder shall submit a completed Campaign Contribution Disclosure Form Pursuant to Chapter 81, Laws of 2006.

### COMMERCIAL WARRANTY

The Bidder agrees that the products or services furnished under a Purchase Order shall be covered by the most favorable commercial warranties that the Bidder gives to any customer for such products or services. And that the rights and remedies provided therein shall extend to the City and are in addition to and do not limit any rights afforded to the City by any other clause of its Purchase Order. Bidder agrees not to disclaim warranties of fitness for any particular purpose or merchantability.

Furthermore, Bidder agrees that its warranty for all products furnished under a Purchase Order pursuant to this Call for Bids shall be for a period of one year following the installation of said products by others. Also a receipt of a notice by the City's Engineer the products have been installed correctly and have been demonstrated to be capable of performing their intended function.

### SPECIAL NOTICE

To preclude possible errors and/or misinterpretations, bid prices must be affixed in ink or typewritten legibly. Enclose one (1) original

### DEFAULT

The City reserves the right to reject any Bidder fails to meet the requirements of this Bid. Bidder shall not be liable for any delays or costs beyond the control of the Bidder, including but not restricted to, acts of God, floods, epidemics, quarantines, and defaults of subcontractors. The City in this paragraph shall not be bound by the provisions of any contract, supplies or services to be provided by law.

### BID PROTESTS

If any Bidder is of the opinion that a bid is not in accordance with the requirements of a bid. His/her opinion should be made known in writing to the Finance Department at least twelve (12) days prior to the opening of bids. Bid protests will be considered only if accompanied by satisfactory documentation with their functional intent of the TECHNICAL SPECIFICATIONS.

### NON-EXCLUSION

Specifications of the bid request are not meant to exclude any Bidder or Manufacturer. Where a brand name or equal is indicated, it is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to restrict competition. "No Substitute" specifications may be authorized, only if required to match existing equipment.

If any Bidder is of the opinion that the specifications as written preclude him/her from submitting a bid. His/her opinion should be made known to the Department involved in this bid request at least five (5) days prior to the scheduled bid opening date; with a copy forwarded to the Finance Department.

Brand names and numbers are for reference only and equivalents will be considered. If bidding "EQUIVALENT" Bidder must be prepared to furnish complete data upon request, preferably with the bid to avoid awarding delay.

### CONTRACT

When the City issues a Purchase Order in response to an awarded Bid a binding contract is created (unless a specified contract has been created).

## CITY OF LAS VEGAS UNIFORM

The City of Las Vegas is requesting sealed bids for its employee uniform.

BID ITEM	DESCRIPTION	PRICE PER ITEM	
		WOMEN	MEN
1.	<b><u>SHIRTS</u></b>		
	A. Snaps or Buttons Work Shirts/Denim	$\$ \frac{46.00}{A} / \frac{35.00}{B}$	$\$ \frac{45.00}{A} / \frac{35.00}{B}$
	B. Polo Shirts Long/Short Sleeves or Equal	$\$ \underline{18.00}$	$\$ \underline{18.00}$
	C. Tee Shirt/Undershirt Short Sleeves	$\$ \underline{10.00}$	$\$ \underline{10.00}$
2.	<b><u>JACKET</u></b>		
	A. Winter	$\$ \frac{85.00}{A} / \frac{47.00}{B}$	$\$ \frac{85.00}{A} / \frac{47.00}{B}$
	B. Light Weight Jacket	$\$ \underline{42.00}$	$\$ \underline{42.00}$

**SPECIFICATIONS:**

**SHIRT:** Shirts to be 100% cotton. Indigo Vertical Dobby, buttons/snaps, long or short sleeves, with button down collar. Straight back yoke with center box pleat and three buttons adjustable cuff and should be pre-washed for comfort, colors to be in, black or navy blue. Shirt should have left front chest pocket with button closure. To include employees name embroidered over left side pocket and "City of Las Vegas" embroidered on the right. Embroidery to be in gold colored thread on dark colored shirts. (Include women's and petite sizes).

**POLO SHIRTS:** Polo shirts are to be 5.7 oz. 100% cotton. Colors to be in navy blue or black. Embroidery: To include employees name on the left side and "City of Las Vegas" on the right, in gold colored thread on dark colored shirts. (Include women's and petite sizes).

**TSHIRT/UNDERSHIRT:** Colors to be in navy blue or black, pocket, 6.5 oz., pre-shrunk 100% cotton, double-needle stitched neckline, bottom hem and sleeves, Quarter-turned, Seven-eighths inch seamless collar, Shoulder-to-shoulder taping, no embroidery on under shirts (t-shirts)

**JACKET:** Jacket to waist length. It needs to be heavyweight 12oz. 100% cotton. Jacket should be water repellent, wind and rip resistant. Jacket should be lined with black brushed tricot quilted to form inner lining, zipper front hand warmer pockets. Jacket should be available with or without drawstring hood. Jacket to be available in colors: dark brown and black. (Include women's and petite sizes).

**LIGHT WEIGHT JACKET:** Jacket to waist length. It needs to be water proof shell jacket with mesh lining features a vented back for breathability, zipper front. Jacket should be available with or without drawstring hood. Jacket to be available in colors: Dark brown and black. (Include women's and petite sizes).

**NOTE:**

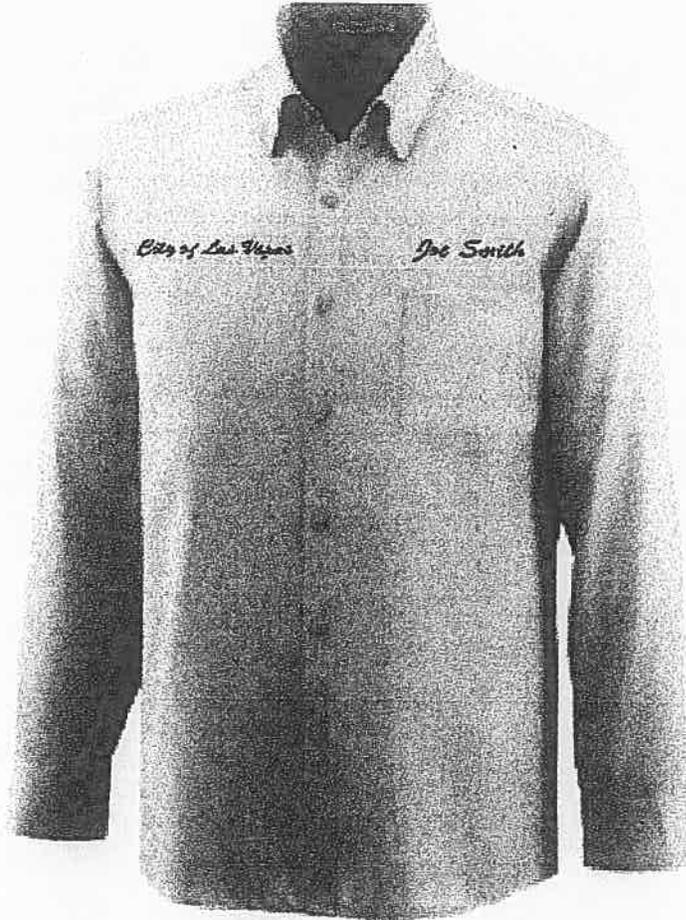
1. Prices to remain firm for a period of two (2) year after date of bid award.
2. Embroidery shall be in gold colored thread on dark colored shirts and include First and Last Name on the left, "City of Las Vegas" on the right, no embroidery on under shirts (t-shirts)
3. Successful bidder to be available to size and fit employees
4. Successful bidder must guarantee uniforms within a reasonable time frame (waiting period shall not exceed one (1) month)



**Shirts:**

**Option A: North End Wrinkle Free Two Ply 80's Cotton Taped Stripe Jacquard Shirt – \$45.00**

- 4.3 oz. 100% two ply 80's combed cotton striped jacquard with wrinkle free finish
- Deluxe construction with taped seams fused with reinforcement tape
- Hidden button down collar
- Tailored adjustable cuffs
- Clean finished hem with side gussets
- Available in Black and cool blue(shown)





**Option B: Align Wrinkle Resistant Cotton Blend Dobby Vertical Striped Shirt - \$35.00**

- 3.4 oz. 60% cotton, 40% Polyester yarn dyed dooby stripe with wrinkle resistant performance
- Multi-color yarn dyed dooby stripe
- Hidden button down collar
- Double needle flat felled side and underarm seams
- Adjustable cuffs
- Available in Black, Deep blue (shown), Light blue





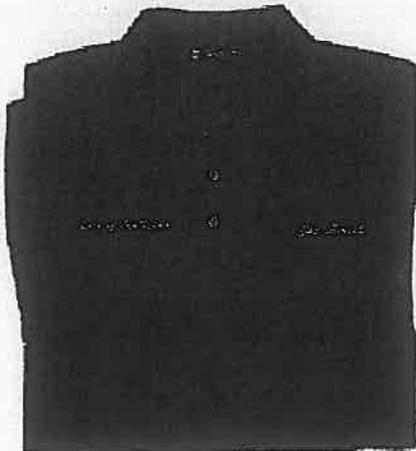
**Polos shirts:**

**Mens: Harrington mens 5.6 oz. Easy Blend Polo \$18.00**

- 65% Polyester, 35% Cotton Pique
- Wrinkle Resistant
- Special poly/cotton blend creates soft silky hand and helps reduce shrinkage
- Flat-knit collar and cuffs
- Hemmed bottom with side vents
- Three button placket
- Set in sleeves
- Side Seamed
- Available in Navy and Black

**Ladies: Harrington Ladies 5.6 easy Blend Polo \$18.00**

- 65% Polyester, 35% Cotton Pique
- Wrinkle resistant
- Special poly/cotton blend creates soft silky hand and helps reduce shrinkage
- Flat-knit collar and cuffs
- Hemmed bottom with side vents
- Side Seamed
- Three button placket
- Set in sleeves
- Softly shaped for more flattering feminine fit





**T-shirts: Dickies Heavy weight work Tee Style: WS450 \$10.00**

- 100% Cotton
- Oversized Fit
- Built for work
- Tag less back neck
- Taped neck and shoulder seams
- Left chest pocket with pencil division
- Available in Navy and Black





**Jacket Option 1:**

**Carhartt J002 Duck Detroit jacket/ Arctic Quilt Lined \$85.00**

- 12 oz., Firm hand 100% ring spun cotton duck
- Nylon lining quilted to arctic weight polyester insulation; Two Inside pockets
- Bras center front zipper plus storm flap with hook and loop closure
- Inner sleeve, rib knit storm cuffs
- Corduroy trimmed collar with under collar snaps for optional A02 or A217 hood
- Available in Black and Carhartt Brown





**Jacket Option 2:**

**Carhartt J001 Duck Detroit Jacket/Blanket-Lined: \$67.00**

- 12oz, firm-hand 100% ring spun cotton duck
- Blanket lining in body, Quilted nylon lining in sleeves; inside pocket
- Snap Adjustable cuffs and waist
- Corduroy trimmed collar with under collar snaps for optional A02 or A217 hood
- Available in Black and Carhartt Brown





**Light weight Jacket: Tri Mountain Helios Jacket \$42.00**

- Shell is windproof/water resistant polyester reverse doobby
- Liner is polyester mesh
- Hood easily concealed in the collar.
- Half elastic cuffs
- Draw cord bottom hem proved tailored fit
- Zippered pockets and inner right media pocket
- Available colors: Black, British Tan, Sand



## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective contractor" means a person who is subject to the competitive sealed

proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

(The above fields are unlimited in size) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

-OR-

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.**

*Patricia Proulx*  
\_\_\_\_\_  
Signature

*June 25, 2014*  
\_\_\_\_\_  
Date

*Manager*  
\_\_\_\_\_  
Title (Position)

**REQUEST FOR BIDS**

The City of Las Vegas, New Mexico will open Sealed Bids at 2:30 p.m. July 10, 2016, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

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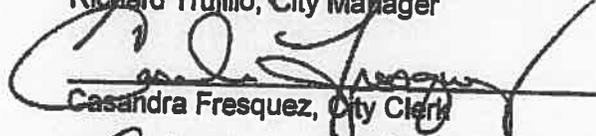
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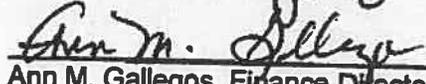
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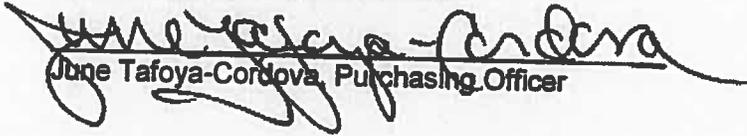
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CITY OF LAS VEGAS,

  
Richard Trujillo, City Manager

  
Casandra Fresquez, City Clerk

  
Ann M. Gallegos, Finance Director

  
June Tafoya-Cordova, Purchasing Officer

Opening No. 2017-03

Date Issued: June 15, 2016

Date Issued: Published: Las Vegas Optic June 19 + 22, 2016  
Albuquerque Publishing June 19 + 22, 2016  
[www.lasvegasnm.gov](http://www.lasvegasnm.gov)

**BIDDER INFORMATION**

BIDDER: \_\_\_\_\_

AUTHORIZED AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_

FAX NUMBER (\_\_\_\_\_) \_\_\_\_\_

DELIVERY: \_\_\_\_\_

STATE PURCHASING RESIDENT CERTIFICATION NO.: \_\_\_\_\_

NEW MEXICO CONTRACTORS LICENSE NO.: \_\_\_\_\_

BID ITEM (S): Employee Uniform / Shirt / Jacket

**ITEM (S) UNDER THIS BID ARE TO BE F.O.B. LAS VEGAS, NEW MEXICO 87701. THE CITY OF LAS VEGAS RESERVES THE RIGHT REJECT ANY OR ALL BIDS AND TO WAIVE ANY TECHNICAL IRREGULARITY IN THE FORM OF THE BID.**

**AFFIDAVIT FOR FILING WITH COMPETITIVE BID**

STATE OF \_\_\_\_\_ }

COUNTY OF \_\_\_\_\_ }

I \_\_\_\_\_, of lawful age, being of first duly sworn in oath, say that I am the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to the terms of said prospective contract, or any other terms of said prospective contract; or in any discussion between bidders with any city official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

(SEAL)

\_\_\_\_\_  
Notary Public Signature

My Commission Expires: \_\_\_\_\_

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Bidder requiring clarification or interpretation of Bid specifications shall make a written request to the Department involved in this bid request at least five (5) days prior to the scheduled bid opening date with a copy forwarded to the Finance Department. Any interpretation, corrections or changes of said Bid Specifications, Opening Date, or Time Change will be made by Addendum only. Interpretations, Corrections or changes of said bid made in any other manner will not be binding and the Bidder shall not rely upon such interpretation, corrections and changes.

**MODIFICATION OF BID**

Bids may be withdrawn upon receipt of written request prior to the scheduled bid opening for the purpose of making any corrections or changes. Such corrections must be properly identified and signed or initialed by the Bidder. Resubmission must be prior to the scheduled bid opening time in order to be considered. After bid opening, no price modifications of submitted bids or other provisions shall be permitted.

**WITHDRAWAL OF BID**

A low Bidder alleging a material mistake of fact, after bids have been opened may request their bid be withdrawn upon receipt of a written request to the Finance Department prior to the scheduled awarding date.

**INSPECTION**

Final inspection and acceptance will be made at the City's destination. Products rejected for nonconformance with the specifications shall be removed by the Bidder; at his/her risk and expense promptly after notice of rejection.

**FEDERAL TAX IDENTIFICATION NUMBER**

Pursuant to IRS requirements, Bidder shall provide their Federal Tax ID Number if Bidder is incorporated. If Bidder is a sole proprietorship or partnership then they shall provide their Social Security Number.

FEDERAL TAX ID NUMBER: \_\_\_\_\_  
SOCIAL SECURITY NUMBER: \_\_\_\_\_

**NEW MEXICO TAX IDENTIFICATION NUMBER**

Payment may be withheld under (Section 7-10-5, N.M.S.A. 1978) if you are subject to New Mexico Gross Receipts Tax and have not registered for a New Mexico (CRS) Tax Identification Number. Contact the New Mexico Taxation & Revenue Department at (505) 827-0700 for registering instructions.

NEW MEXICO TAX IDENTIFICATION NO. (CRS): \_\_\_\_\_

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Bidder shall submit a completed Campaign Contribution Disclosure Form Pursuant to Chapter 81, Laws of 2006.

### COMMERCIAL WARRANTY

The Bidder agrees that the products or services furnished under a Purchase Order shall be covered by the most favorable commercial warranties that the Bidder gives to any customer for such products or services. And that the rights and remedies provided therein shall extend to the City and are in addition to and do not limit any rights afforded to the City by any other clause of its Purchase Order. Bidder agrees not to disclaim warranties of fitness for any particular purpose or merchantability.

Furthermore, Bidder agrees that its warranty for all products furnished under a Purchase Order pursuant to this Call for Bids shall be for a period of one year following the installation of said products by others. Also a receipt of a notice by the City's Engineer the products have been installed correctly and have been demonstrated to be capable of performing their intended function.

### SPECIAL NOTICE

To preclude possible errors and/or misinterpretations, bid prices must be affixed in ink or typewritten legibly. Enclose one (1) original and two (2) copies of Bid documents.

### DEFAULT

The City reserves the right to cancel all or any part of an order without cost to the City if the Bidder fails to meet the provisions of the City's Purchase Order or the product specifications and to hold the Bidder liable for any excess costs occasioned due to the Bidder's default. The Bidder shall not be liable for any excess costs if failure to perform on an order arises out of cause beyond the control and without fault or negligence of the Bidder. Such causes include, but are not restricted to, acts of God or public enemy; acts of State or Federal Government; fires, floods, epidemics, quarantine restrictions, strikes, embargoes, unusually severe weather, or defaults of subcontractors. Due to any of the above unless the City shall determine that the supplies or services to be furnished by the subcontractor are obtainable from other sources in the City in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law.

### BID PROTESTS

If any Bidder is of the opinion that the specifications as written preclude him/her from submitting a bid. His/her opinion should be made known to the Department involved in this bid request at least twelve (12) days prior to the scheduled bid opening date with a copy forwarded to the Finance Department. Bid protests will not be considered from parties which do not also furnish satisfactory documentation with their protest that their proposed system fully meets the functional intent of the TECHNICAL SPECIFICATIONS which accompany a Call for Bids.

### NON-EXCLUSION

Specifications of the bid request are not meant to exclude any Bidder or Manufacturer. Where a brand name or equal is indicated, it is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to restrict competition. "No Substitute" specifications may be authorized, only if required to match existing equipment.

If any Bidder is of the opinion that the specifications as written preclude him/her from submitting a bid. His/her opinion should be made known to the Department involved in this bid request at least five (5) days prior to the scheduled bid opening date; with a copy forwarded to the Finance Department.

Brand names and numbers are for reference only and equivalents will be considered. If bidding "EQUIVALENT" Bidder must be prepared to furnish complete data upon request, preferably with the bid to avoid awarding delay.

### CONTRACT

When the City issues a Purchase Order in response to an awarded Bid a binding contract is created (unless a specified contract has been created).

### TERMINATION

This Price Agreement may be terminated by either party upon signing a written notice to the other party at least thirty (30) days in advance of the date of termination. Notice of termination of this Price Agreement shall not affect any outstanding orders.

### TAXES

Bidder must pay all applicable taxes.

### NOTE:

If bidder is from outside the City of Las Vegas, the successful bidder must pay Gross Receipts in the City of Las Vegas.

## CITY OF LAS VEGAS UNIFORM

The City of Las Vegas is requesting sealed bids for its employee uniform.

BID ITEM	DESCRIPTION	PRICE PER ITEM	
		<u>WOMEN</u>	<u>MEN</u>
1.	<b><u>SHIRTS</u></b>		
	A. Snaps or Buttons Work Shirts/Denim	\$ _____	\$ _____
	B. Polo Shirts Long/Short Sleeves or Equal	\$ _____	\$ _____
	C. Tee Shirt/Undershirt Short Sleeves	\$ _____	\$ _____
2.	<b><u>JACKET</u></b>		
	A. Winter	\$ _____	\$ _____
	B. Light Weight Jacket	\$ _____	\$ _____

## **SPECIFICATIONS:**

**SHIRT:** Shirts to be 100% cotton. Indigo Vertical Dobby, buttons/snaps, long or short sleeves, with button down collar. Straight back yoke with center box pleat and three buttons adjustable cuff and should be pre-washed for comfort, colors to be in, black or navy blue. Shirt should have left front chest pocket with button closure. To include employees name embroidered over left side pocket and "City of Las Vegas" embroidered on the right. Embroidery to be in gold colored thread on dark colored shirts. (Include women's and petite sizes).

**POLO SHIRTS:** Polo shirts are to be 5.7 oz. 100% cotton. Colors to be in navy blue or black. **Embroidery:** To include employees name on the left side and "City of Las Vegas" on the right, in gold colored thread on dark colored shirts. (Include women's and petite sizes).

**TSHIRT/UNDERSHIRT:** Colors to be in navy blue or black, pocket, 6.5 oz., pre-shrunk 100% cotton, double-needle stitched neckline, bottom hem and sleeves, Quarter-turned, Seven-eighths inch seamless collar, Shoulder-to-shoulder taping, no embroidery on under shirts (t-shirts)

**JACKET:** Jacket to waist length. It needs to be heavyweight 12oz. 100% cotton. Jacket should be water repellent, wind and rip resistant. Jacket should be lined with black brushed tricot quilted to form inner lining, zipper front hand warmer pockets. Jacket should be available with or without drawstring hood. Jacket to be available in colors: dark brown and black. (Include women's and petite sizes).

**LIGHT WEIGHT JACKET:** Jacket to waist length. It needs to be water proof shell jacket with mesh lining features a vented back for breathability, zipper front. Jacket should be available with or without drawstring hood. Jacket to be available in colors: Dark brown and black. (Include women's and petite sizes).

## **NOTE:**

1. Prices to remain firm for a period of two (2) year after date of bid award.
2. Embroidery shall be in gold colored thread on dark colored shirts and include First and Last Name on the left, "City of Las Vegas" on the right, no embroidery on under shirts (t-shirts)
3. Successful bidder to be available to size and fit employees
4. Successful bidder must guarantee uniforms within a reasonable time frame (waiting period shall not exceed one (1) month)

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective contractor" means a person who is subject to the competitive sealed

proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

(The above fields are unlimited in size) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

-OR-

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE:** 07/08/16

**DEPT:** Utilities Dept.

**MEETING DATE:** 07/20/2016

**ITEM/TOPIC:** Award request for proposal #2016-27 for natural gas proving service to sole proposer Koons Gas Measurement.

**ACTION REQUESTED OF COUNCIL:** Approval/Disapproval to award request for proposal #2016-27.

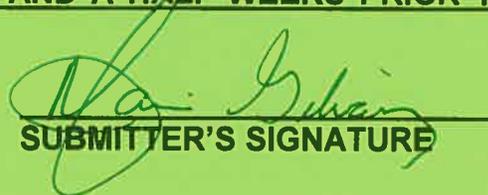
**BACKGROUND/RATIONALE:** Proving service entails verification that large commercial gas meters are within the tolerance zone to ensure accuracy for the customer and for the City. This RFP will allow us to hire a company to do the field proving on our commercial gas meters which is a requirement of the Pipeline Regulation Commission.

Advertised: 05/15/16; Las Vegas Optic, 05/16/16; Albuquerque Journal  
City Website  
Bid Opening: June 2, 2016  
Number of Proposers: 1  
Amount: \$67,500  
Budget Line Item: 620-0000-610-7407

**STAFF RECOMMENDATION:** Approval to award request for proposal #2016-27.

**COMMITTEE RECOMMENDATION:**

**THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.**

  
SUBMITTER'S SIGNATURE

**REVIEWED AND APPROVED BY:**

  
TONITA GURULE-GIRON  
MAYOR

  
RICHARD TRUJILLO  
CITY MANAGER

\_\_\_\_\_  
ANN MARIE GALLEGOS  
FINANCE DIRECTOR  
(PROCUREMENT)

\_\_\_\_\_  
PURCHASING AGENT  
(FOR BID/RFP AWARD)

\_\_\_\_\_  
H. CHICO GALLEGOS  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)

Revised 04/20/16

**CITY OF LAS VEGAS  
PROPOSAL/BID OPENING**

DATE: 2-Jun-2016

OPENING NO.: 2016-27

TIME: 2:00PM

DEPARTMENT: UTIL GAS

LOCATION: City Council Chambers  
1700 N. Grand Ave.  
Las Vegas, NM 87701

ITEM(S): **NATURAL GAS METER PROVING SERVICE**

	RECEIVED FROM:	AMOUNT	BID BOND	AFFIDAVIT NOTARIZED	CAMPAIGN DISC. FORM
1	Koon's Gas Measurement (KGM)			✓	✓
2					
3					
4					
5					
6					

COMPANY REPRESENTATIVE

COMPANY NAME

*[Handwritten Signature]*

CLV  
CLV

(use other side of form when full)

ORIGINAL PROPOSALS TAKEN BY:

DATE: \_\_\_\_\_

OPENED BY: FINANCE DEPARTMENT

*[Handwritten Signature]*  
DATE: 6-2-16

COPIES TAKEN BY:

*[Handwritten Signature]*  
DATE: 6-2-16

### EVALUATION SHEET

OFFERORS:

Proposal must address each of the following criteria.

EVALUATOR: *[Signature]*

DATE: 6-3-16

#### RATING SHEET FOR: Natural Gas Meter Proving Service

Offeror:

ITEM	POSSIBLE POINTS	POINTS AWARDED
<b>RFP - NATURAL GAS METER PROVING SERVICE</b>		
1. Personal/Personnel Experience		
2. Capacity and Capability	20	15
3. Past Record of Performance	25	25
4. Familiarity with the City of Las Vegas and land use regulations	20	20
5. Proximity to Las Vegas New Mexico	25	20
	10	10
<b>TOTAL</b>	<b>100</b>	<b>90</b>

EVALUATION SHEET

OFFERORS:  
Proposal must address each of the following criteria.

EVALUATOR: [Signature]

DATE: 6-3-16

RATING SHEET FOR:  
Natural Gas Meter Proving Service

Offeror:

ITEM	POSSIBLE POINTS	POINTS AWARDED
RFP - NATURAL GAS METER PROVING SERVICE		
1. Personal/Personnel Experience		
2. Capacity and Capability	20	10
3. Past Record of Performance	25	20
4. Familiarity with the City of Las Vegas and land use regulations	20	10
5. Proximity to Las Vegas New Mexico	25	15
	10	5
<b>TOTAL</b>	<b>100</b>	<b>60</b>

## David Marquez

---

**From:** Eric Keto [eketo@kgmgas.com]  
**Sent:** Monday, June 06, 2016 9:34 AM  
**To:** 'Jude Herrera'; dmarquez@ci.las-vegas.nm.us  
**Subject:** Expense Breakdown  
**Attachments:** Expense Breakdown lvm.xlsx

Jude & David,

Please see attached breakdown

Thanks,



Eric Keto  
Territory Manager  
10934 E. 55th Place  
Tulsa, OK. 74147  
Cell (303) 513-1260  
Phone (918) 794-9494  
Fax (918) 794-5575  
[www.kgmgas.com](http://www.kgmgas.com)

Expense section

Meals	\$1,500.00
Lodging	\$7,000.00
Travel Expense	
5000 MILES	\$5,000.00
TRAVEL TIME/ MISC. 120 HRS	\$4,000.00
Field meter testing	\$29,500.00
Meter repair/Rebuilding	\$10,000.00
Random residential testing	N/A
Bonds	\$5,000.00
Taxes	\$5,500.00
<b>Total</b>	<b>\$67,500.00</b>

Cost per meter (all Sizes)           \$416.67

**REQUEST FOR PROPOSALS**

The City of Las Vegas, New Mexico will open Sealed Proposals at 2:00 p.m. June 2, 2016, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

**NATURAL GAS METER PROVING SERVICE**

**RECEIVED**  
JUN 02 2016  
CITY OF LAS VEGAS  
PURCHASING DEPT.

Proposal Forms and Specifications may be obtained from the following location:

City Clerk's Office, 1700 North Grand Avenue, Las Vegas, New Mexico 87701

Mailed proposals should be addressed to the City Clerk, 1700 N. Grand Ave., Las Vegas, New Mexico 87701; with the envelope marked: METER PROVING SERVICE , Opening No. 2016-27; on the lower left-hand corner of the submitted envelope. It shall be the responsibility of the Offeror to see that their proposal is delivered to the City Clerk by the date and time set for the proposal request. If the mail or delivery of proposal request is delayed beyond the opening date and time, proposal thus delayed will not be considered. Proposals will be reviewed at a later date with possible negotiations to follow.

The City of Las Vegas reserves the right to reject any/or all proposals submitted.

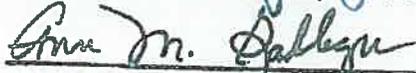
CITY OF LAS VEGAS,



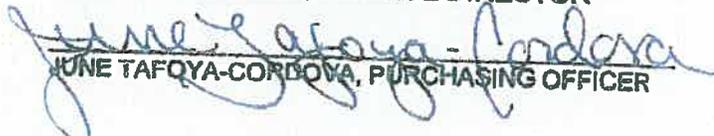
RICHARD TRUJILLO, CITY MANAGER



CASANDRA FRESQUEZ, CITY CLERK



ANN M. GALLEGOS, FINANCE DIRECTOR



JUNE TAFUYA-CORDOVA, PURCHASING OFFICER

Opening No. 2016-27

Date Issued: May 11, 2016

Published: Las Vegas Optic May 16, 2016

Albuquerque Journal May 16, 2016

City of Las Vegas website: www.lasvegasnm.gov

OFFEROR INFORMATION

OFFEROR: WILNAT, INC DBA KEONS GAS MEASUREMENT (KGM)

AUTHORIZED AGENT: TIM WOOD

ADDRESS: 19378 HIGHWAY 314 BELEN, NM 87002

TELEPHONE NUMBER (918) 640-0003

FAX NUMBER (918) 794-9575

DELIVERY: ON-SITE

STATE PURCHASING RESIDENT CERTIFICATION NO.: 03-333732-00-2

NEW MEXICO CONTRACTORS LICENSE NO.: 5146240

SERVICE (S): NATURAL GAS METER PROVING SERVICE

THE CITY OF LAS VEGAS RESERVES THE RIGHT REJECT ANY OR ALL PROPOSALS AND TO WAIVE ANY TECHNICAL IRREGULARITY IN THE FORM.  
AFFIDAVIT FOR FILING WITH COMPETITIVE PROPOSAL

STATE OF Oklahoma }  
} ss COUNTY OF Tulsa }

I, TIM F. WOOD of lawful age, being of first duly sworn in oath, say that I am the agent authorized by the offerors to submit the attached proposal. Affiant further states that the offeror has not been a party to any collusion among offerors in restraint of freedom of competition by agreement to a fixed price or to refrain from submitting a proposal; or with any city official or employee as to the quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussion between offerors with any City official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

[Handwritten Signature]  
\_\_\_\_\_  
Signature

Subscribed and sworn to before me, this 1<sup>ST</sup> day of June, 2016.



[Handwritten Signature]  
\_\_\_\_\_  
Notary Public Signature  
My Commission Expires: 4-18-2018

## STANDARD PROPOSAL CLAUSES

### AWARDED PROPOSAL

Awarding of Proposal shall be made to the responsible Offeror whose Proposal best meets the specifications. The City of Las Vegas (City) reserves the right to reject any or all Proposals submitted.

The City of Las Vegas reserves the right to make multiple awards on Professional Services proposals. All contracts shall be presented to the Governing Body for approval.

### TIMETABLE

Proposals pursuant to this request must be received at the City Clerk's Office at 1700 North Grand Avenue, Las Vegas, New Mexico, on or before: June 2, 2016; 2:00 p.m.; at which time all proposals received will be opened. The opening will occur at the City Offices. Awarding of proposal is projected for: June, 2016. The successful offeror will be notified by mail.

### ENVELOPES

Sealed Proposal envelopes shall be clearly marked on the lower left-hand corner, identified by the Proposal name and opening number. Failure to comply with this requirement may result in the rejection of the submitted Proposal.

### BRIBERY AND KICKBACK

The procurement code of New Mexico; (Section 13-1-28 through 13-1-199 N.M.S.A. 1978), impose a third degree felony penalty for bribery of a public official or public employee. In addition, the New Mexico Criminal Statutes (Section 30-4-1 N.M.S.A. 1978), states that it is a third degree felony to commit offense of demanding or receiving a bribe by a public official or public employee. (Section 30-24-2 N.M.S.A. 1978), it is a fourth degree felony to commit the offense of soliciting or receiving illegal kickbacks. In addition, (Section 30-41-1 through 30-41-3 N.M.S.A. 1978), states that it is a fourth degree felony to commit the offense of offering or paying illegal kickbacks.

### RESPONSIBILITY OF OFFEROR

At all times it shall be the responsibility of the Offeror to see that their Proposal is delivered to the City Clerk by the Date and Time scheduled for opening. If the mail or delivery of said proposal is delayed beyond the scheduled opening date and time set proposal thus delayed will not be considered.

### NON-COLLUSION

In signing their Proposal and Affidavit, the offeror certifies that he/she has not, either directly or in directly entered into action of restraint of free competition, in the connection with the submitted Proposal.

CLARIFICATION OF PROPOSAL

Offeror requiring clarification or interpretation of the proposal specifications shall make a written request to the Department involved in this proposal request at least five (5) days prior to the scheduled proposal opening date; with a copy forwarded to the Finance Department. Any interpretations, correction, or changes (not part of the negotiation stage) of said proposal specifications shall be made by "ADDENDUM" only; including any Opening Date or Time Change. Interpretations, corrections, or changes of said proposal made in any other manner (before opening and negotiation stage) will not be binding and offeror shall not rely upon such interpretations, corrections, and changes.

MODIFICATION OR WITHDRAWAL OF PROPOSAL

A Proposal may not be withdrawn or cancelled by the offeror following the scheduled opening date and time; the Offeror does so agree in submitting their Proposal. Prior to the schedule time and date of opening, proposals submitted early may be withdrawn, but may not be re-submitted.

APPLICATION OF PREFERENCE

Pursuant to (Section 13-1-21 and 13-1-22 N.M.S.A. 1978) any New Mexico resident business or resident manufacturer who wishes to receive the benefit of an "Application of Preference" must provide their Certification Number (issued by N.M. State Purchasing) with their proposal on the "OFFEROR INFORMATION/AFFIDAVIT" form.

FEDERAL TAX IDENTIFICATION NUMBER

Pursuant to IRS requirements, Offerors shall provide their Federal Tax ID Number if Offeror is incorporated. If Offeror is a sole proprietorship or partnership, then shall provide their Social Security Number.

FEDERAL TAX ID NUMBER: 911923788

SOCIAL SECURITY NUMBER: \_\_\_\_\_

NEW MEXICO TAX IDENTIFICATION NUMBER

Payment may be withheld under (Section 7-10-5 N.M.S.A. 1978) if you are subject to New Mexico Gross Receipts Tax and have not registered for a New Mexico (CRS) Tax Identification Number, contact the New Mexico Taxation & Revenue Department at (505) 8270700 for registering instructions.

New Mexico (CRS) Tax Identification Number: 03-333732-00-2

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Bidder shall submit a completed Campaign Contribution Disclosure Form Pursuant to Chapter 81, Laws of 2006.

SPECIAL NOTICE

Proposal will be opened and all submitted copies will be checked for accuracy of Department's specific amount of copies requested. Any price or other factors of the submitted proposals will not be read out loud to anyone in attendance at the proposal opening. All factors of the submitted proposal are not public record to other offerors or interested parties before the negotiation or awarding process.

The department involved in the proposal request will evaluate all proposals submitted according to the evaluation criteria indicated in the proposal specifications.

NEGOTIATION

Pursuant to the City of Las Vegas Purchasing rules and regulations (section 6.7) discussions or negotiations may be conducted with a responsible offeror who submits an acceptable or potentially acceptable proposal.

CONTRACT

When the City issues a Purchase Order in response to an awarded proposal, a binding contract is created, (unless a specific contract has been created).

TAXES:

Bidder must pay all applicable taxes.

NOTE:

If bidder is from outside the City of Las Vegas, the successful bidder Must pay Gross Receipts Tax in the City of Las Vegas. Successful bidder will be required to obtain a business license from the City of Las Vegas prior to commencing any project within the City limits.

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

**"Applicable public official"** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**"Campaign Contribution"** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**"Contract"** means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

**"Family member"** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

**"Pendency of the procurement process"** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**"Person"** means any corporation, partnership, individual, joint venture, association or any other private legal entity.

**"Prospective contractor"** means a person who is subject to the competitive sealed

proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: N/A

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

(The above fields are unlimited in size) \_\_\_\_\_

Jim N. Wood  
Signature  
PRESIDENT  
Title (position)

5/31/2016  
Date

-OR-

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

Jim N. Wood  
Signature  
PRESIDENT  
Title (Position)

5/31/2016  
Date

**REQUEST FOR PROPOSALS FOR METER PROVING SERVICE  
FOR THE CITY OF LAS VEGAS**

The City of Las Vegas, New Mexico is requesting proposals for Meter Proving Service for City of Las Vegas defined in the scope of work.

**A. SCOPE OF WORK**

The Offeror shall perform Meter Proving Services on an as needed basis, as hereafter stated.

The Servicing duties shall include the following proving process:

- a. Utilize bypass and proving ports to bring the meter offline and blow down.
- b. If no bypass or proving ports, will shut down service and blow down the meter for removal.
- c. Remove meter from the set.
- d. Test the meter using the prover device.
- e. Verify the meter is within the City of Las Vegas specifications, usually +/- 2%.
- f. If needed, remove the meter cover and make the necessary adjustments, replace cover.
- g. Re-test the meter to verify the meter now meets specs.
- h. Visually check components in the set.
- i. Visually check for no relief valve blow off.
- j. Re-install meter in the set.
- k. Re-pressure the meter.
- l. Complete leak check on the set.
- m. Verify the meter is working properly.
- n. Provide documentation to City of Las Vegas Gas Division. Retain records for each 5 year period.
- o. Shipping costs.

**1. OFFEROR'S IDENTIFICATION:**

State name and address of your organization or office and nature of organization (individual, partnership or corporation, private or public, profit or non-profit). Subcontractors, if any, must be listed with license numbers. Describe individual staff and subcontractor's responsibilities with line of authority and interface with City staff. Include the name and telephone number of person(s) authorized for preparation and execution of the contract. The City has the authority to reject any or all Subcontractors. Respond to this section as Section A of Offeror's proposal.

**2. PERSONNEL EXPERIENCE:**

Describe the experience and qualifications of company Principals, supervisors, and other employees who will be actively engaged in the work required under the contract, including experience of subcontractors. The experience and qualifications must reference the servicing of the City of Las Vegas Natural Gas System. Respond to this as Section B of Offeror's proposal.

**3. LICENSES:**

The Offeror shall show that he has a New Mexico general Contractors license and all other licenses required by law to perform the work required by this contract. All such licenses shall

be held by the offeror or his subcontractors at the time the proposal is submitted. Respond to this section as Section C in Offeror's proposal.

4. **NECESSARY LABOR AND EQUIPMENT:**

The offeror shall show that he has the necessary labor and equipment for proving meters. Equipment and labor shall be available to be on site within the specified time line. Respond to this section as Section D in Offeror's proposal.

5. **EXPERIENCE IN METER PROVING SERVICES:**

The offeror shall demonstrate at least five (5) years experience. Indicate name, address and phone number of past customers and reference individuals who can be contacted regarding the work. Respond to this section as Section E in Offeror's proposal.

6. **EXPERIENCE WITH NATURAL GAS METER PROVING PROCESS:**

The Offeror shall demonstrate at least five (5) years of proven performance working with Natural Gas systems. The Offeror shall prove meter calibration, all work will be done onsite within a 50 mile radius of the City of Las Vegas, NM, Range Size 750 - 10,000, roots 11-M (175) meter sizes.

7. **DOCUMENTATION:**

The Offeror shall provide documentation of operator's qualifications, and drug and alcohol testing as per Public Regulation Commission requirements. The offeror shall indicate his minimum stock of replacement parts and anticipated delivery time for un-stacked replacement items and parts. Respond to this section as Section G in Offeror's proposal.

8. **FACILITIES:**

The Offeror shall show that he has a machine shop facility or arrangements with a machine shop to perform work on a priority basis, and adequate space for storing parts, piping fabrication and other mechanical repair capabilities. If the offeror has arrangements with a machine shop, a copy of the agreement shall be attached. Respond to this section as Section H in Offeror's Proposal.

9. **FINANCIAL:**

The Offeror shall provide a letter from a financial institution regarding the Offeror's credit rating. Respond to this section as Section I in Offeror's proposal.

10. **EQUIPMENT SELECTION SERVICES:**

Should some of the work will require the Contractor to prepare fabrication shop drawings, of pipings and also, as-built drawings as requested. The calculations and recommendations shall be submitted to the City for review and approval. Describe your staff capabilities or arrangements with another firm to accomplish this work. Respond to this section as Section J in

Offeror's proposal.

11. **ADDITIONAL INFORMATION:**

Describe any exceptions and/or clarifications to this Request for Proposals. Also include any additional information you believe to be pertinent to the proposal but not requested elsewhere. Respond to this section as Section K in Offeror's proposal.

12. **NOTE:**

Number of pages should not exceed a total of 25. Submit one (1) original and five (5) copies of all Proposal documents.

13. **WITHDRAWAL OF PROPOSAL:**

A Proposal may not be withdrawn or canceled by the Offeror following the scheduled opening date and time; the Offeror does so agree in submitting their Proposal. Prior to the scheduled time and date of opening, Proposals submitted early may be withdrawn, but may not be re-submitted.

14. **OFFERORS INTERESTED IN MORE THAN ONE PROPOSAL:**

No person, firm or corporation shall be allowed to make, or file, or be interested in more than one proposal for the same work unless alternate proposals are specifically called for. A person, firm, or corporation that has submitted a sub-proposal to an Offeror, or that has quoted prices of materials to an Offeror is not thereby disqualified from submitting a sub-proposal or quoting prices to other Offerors or making a prime proposal.

15. **OPENING OF PROPOSAL:**

Offerors are invited to be present at the opening of the Proposal. All Proposals shall be made and received with the understanding that the Offeror accepts the terms and conditions contained in these Contract Documents referred to herein.

16. **COMPARISON OF PROPOSALS:**

City of Las Vegas shall appoint a selection committee to review and evaluate the proposals submitted for this project. Offerors should be prepared to respond to requests by the selection committee for oral presentations, site visits, and interviews with key employees and other areas deemed necessary to assist in the evaluation process. The selection committee may, at its option, interview some or all Offerors submitting valid proposals. The committee shall, on the basis of the proposal and the interviews, rank the Offerors for recommendation of award to the City Manager and the Las Vegas City Council.

The following criteria shall be used by the selection committee in evaluating and ranking the proposals and making a recommendation for award. The proposals shall be rated on a scale of 1-100 by each evaluator with maximum points per category as shown below:

- 1. Personal/Personnel Experience: Licenses, Labor and Equipment, Procurement ability, adequate facilities and financial stability..... 20%
- 2. Capacity and Capability: Offerors willingness, capacity and capability to perform Maintenance/Emergency services on a timely basis .....25%
- 3. Past Record of Performance and Familiarity to Natural Gas Systems:.....20%
- 4. Familiarity to Natural Gas Systems.....25%
- 5. Proximity to Las Vegas New Mexico.....10%

**17. AWARD OF CONTRACT:**

The Owner reserves the right to delay awarding of the Contract up to 60 days after the scheduled opening and the privilege of rejecting all proposals and not making an award. Awarding of Proposal shall be made to the responsible Offeror whose Proposal best meets the specifications. In awarding the Contract, the Owner shall determine, at his discretion, whether an Offeror is qualified to perform the Contract, and whether it is to the interest of the Owner to accept the offer. The City of Las Vegas reserves the right to make multiple awards on professional services proposals.

**18. BONDS:**

The successful offeror will be required to furnish a Performance Bond, in an amount equal to \$100,000 and a labor and Materials Payment Bond in an equal amount, such bonds to be executed in four (4) original Counterparts by a Corporate Surety authorized to do business in the State of New Mexico, and acceptable to the Owner. The Bonds must be executed on forms contained in these Contract Documents. The form of Agreement with the successful Offeror, as Contractor, will be required to execute also included herewith.

**19. INSURANCE CERTIFICATE:**

The Offeror must at all times hold General Liability insurance of at least \$1,000,000.00 per occurrence with a \$2,000,000.00 aggregate and list the City of Las Vegas as an additional insured. Proof of Compliance with this insurance requirement is to be provided to the City upon execution of the Contract.

The successful Offeror will be required to furnish insurance certification for the insurance required.

**20. CONTRACTUAL TERMS:**

The following contractual terms will be included in any Contract entered into by the City of Las Vegas and the consultant selected.

- a. Funding

This solicitation is subject to the availability of funds to provide this service. Payment and performance obligations for succeeding fiscal years shall be subject to the appropriation of funds. Therefore, when funds are not appropriated, or otherwise made available to support continuation of performance of the contract in a subsequent fiscal period, the contract will be terminated.

b. Term

1. The term of this agreement shall be for a period of one (1) year. Due to the need for a continuity of the contractual services, the term may be extended from year to year for a maximum of four (4) years. Sixty (60) days prior to the end of each year of the agreement, City may, without stating a cause, give notice of its intention to terminate the contract.

21. EXECUTION OF CONTRACT:

The Contract, Performance Bond and Labor and Material Payment Bond shall be executed in four (4) original counter parts. The forms and Contract Documents will be as herein included and will be furnished by the Owner. Distribution of the executed forms will be as follows:

- 1- Contractor
- 2- Owner
- 3- Bonding Company

22. CONTRACT DOCUMENTS:

The complete Contract Documents will include the following:

- (1) Notice to Offerors
- (2) Instructions and Information for Offerors
- (3) Proposal
- (4) Cost
  - a) Breakdown pricing for lodging
  - b) miles traveled, travel time, misc. travel expense,
  - c) field meter testing
  - d) meter repair/rebuilding of meters
  - e) random residential testing
- (5) Contract Agreement
- (6) Performance Bond
- (7) Labor and materials Payment Bond
- (8) General conditions and Provisions of the Scope of Service
- (9) Safety Requirements, insurance certificates, and Contractor's bonds, all of which are bound together.

23. CITY OF LAS VEGAS BUSINESS LICENSE:

The successful Offeror shall be required to obtain a business license from the City of Las Vegas before commencing work on the project.

24. DOCUMENTS TO SUBMIT WITH PROPOSAL:

Each Offeror shall submit one (1) original and five (5) copies of the following documents:

- A. Proposal
- B. Offeror Information Form
- C. List of Subcontractors
- D. Contractor's Bonds
- E. Campaign Contribution Disclosure Form
- F. Cost
  - 1) Breakdown pricing for lodging
  - 2) miles traveled, travel time, misc. travel expense,
  - 3) field meter testing
  - 4) meter repair/rebuilding of meters
  - 5) random residential testing

## EVALUATION SHEET

**OFFERORS:**

Proposal must address each of the following criteria.

EVALUATOR: \_\_\_\_\_

DATE: \_\_\_\_\_

**RATING SHEET FOR:  
Natural Gas Meter Proving Service**

Offeror: \_\_\_\_\_

	ITEM	POSSIBLE POINTS	POINTS AWARDED
	<b>RFP - NATURAL GAS METER PROVING SERVICE</b>		
1.	1. Personal/Personnel Experience		
	2. Capacity and Capability	20	
	3. Past Record of Performance	25	
	4. Familiarity with the City of Las Vegas and land use regulations	20	
	5. Proximity to Las Vegas New Mexico	25	
		10	
	<b>TOTAL</b>	<b><u>100</u></b>	

**KOONS GAS MEASUREMENT**

WILNAT, INC  
 10934 E 55<sup>th</sup> Place  
 P.O. Box 472063  
 Tulsa, OK 74147

**Quote**

Date	Quote #
6/1/2016	7150

Name / Address
CITY OF LAS VEGAS 1700 NORTH GRAND AVENUE LAS VEGAS, NM 87701

Description	Qty	Cost	Total
On-Site Proving Service Work to be performed: To Include up to 162 meters, size range 750 - 11,000 CFH Utilize bypass and proving ports to bring the meter offline and blow down. If no bypass of proving ports, will shut down the service and blow down the meter for removal. Remove the meter from the set. Test the meter and adjust, if necessary to City of Las Vegas specifications, usually +/- 2%. Visually check the component in the set. Re-install the meter in the set. Re-pressure the meter. Leak check the set. Verify the meter is working properly. Provide documentation to the City of Las Vegas Gas Division. Retain records for a 5 year period. All shipping cost.	1	67,500.00	67,500.00

<b>Total</b>		\$67,500.00
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THANK YOU FOR YOUR CONSIDERATION.

Phone #	Fax #	E-mail	Web Site
918.794.9494	918.794.5575	cbrown@kgmgas.com	kgmgas.com



**GAS MEASUREMENT  
PRODUCTS & SERVICES**

**Section A: Offeror's Identification**

Wilnat, Inc.

DBA KGM

19378 Hwy 314

Belen, NM 87002

Certificate of Incorporation Included.

**Section B: Personnel Experience**

KGM has been in the natural gas measurement and regulation business for 16 years.

We have Operator Qualified trained technician with multiple years of experience.

Verification of training included in section G.

**Section C: License**

Certificate of Incorporation for the state of New Mexico. Included

State of New Mexico registration certificate. Included

**Section D: Necessary Labor and Equipment**

KGM has two full equipped proving vehicles with all the necessary tools and equipment for on-site proving. We will use Certified Model 5 transfer provers.

**Section E & F: Experience in Meter proving**

Three KGM Customer with contact information, included

**Section G: Documentation**

Verification and card number technicians for OQ Training, included.

Drug testing DOT CONTRACTOR, included.

**Section H: Facilities:**

KGM has two facilities in Oklahoma and one in New Mexico. We offer a multitude of products and services. Line sheet included.

**Section I: Financial**

Corporate information and Credit rating included.

**Section J: Equipment selection services**

Facilities in Belen, NM

**Section K: Other**

Certificate of insurance included.

OFFICE OF THE SECRETARY OF STATE



**CERTIFICATE OF INCORPORATION**

*WHEREAS, the Certificate of Incorporation of*

**WILNAT, INCORPORATED**

*has been filed in the office of the Secretary of State as provided by the laws of the State of Oklahoma.*

*NOW THEREFORE, I, the undersigned, Secretary of State of the State of Oklahoma, by virtue of the powers vested in me by law, do hereby issue this certificate evidencing such filing.*

*IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the Great Seal of the State of Oklahoma.*



Filed in the City of Oklahoma City this 31ST  
day of JULY, 1998.

*Sam Cole*

Secretary of State

By: *Shannon E. Thorne*

# OFFICE OF THE SECRETARY OF STATE

## NEW MEXICO

### *Certificate Of Incorporation*

OF

**KOONS GAS MEASUREMENT CORP (KGM)**

**5146240**

The Office of the Secretary of State certifies that the Articles Of Incorporation, duly signed and verified pursuant to the provisions of the

**Business Corporation Act**

**(53-11-1 To 53-18-12 NMSA 1978)**

have been received and are found to conform to law. Accordingly, by virtue of the authority vested in it by law, the Office of the Secretary of State issues this Certificate Of Incorporation and attaches hereto a duplicate of the Articles Of Incorporation.

Dated : **November 30, 2015**

In testimony whereof, the Office of the Secretary of State has caused this certificate to be signed on this day in the city of Santa Fe, and the seal of said office to be affixed hereto.



*Mary Quintana*

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**Mary Quintana**  
Acting Secretary of State



STATE OF NEW MEXICO  
Taxation and Revenue Department



New Mexico  
Taxation and Revenue Department

Susana Martinez  
Governor

Demesia Padilla, CPA  
Secretary

NANCY WOOD  
KOONS GAS MEASUREMENT AND B&B METER  
SERVICE  
10934 E. 55TH PLACE  
TULSA, OK 74146

September 30, 2015  
CRS: 03-333732-00-2  
Letter ID: L2035099696

STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT  
REGISTRATION CERTIFICATE

Date ID Issued <b>30-Sep-2015</b>	IDENTIFICATION NUMBER <b>03-333732-00-2</b>	Business Start Date <b>19-Oct-2015</b>
Business Location <b>10934 E. 55TH PLACE</b>		Business End Date
City and State <b>TULSA, OK</b>		Zip Code <b>74146</b>
Taxpayer Name <b>WILNAT INC</b>		Taxpayer Type <b>Corporation</b>
Firm Name <b>KOONS GAS MEASUREMENT AND B&amp;B METER SERVICE</b>		Filing Frequency <b>Quarterly</b>
Mailing Address <b>10934 E. 55TH PLACE</b>		
City and State <b>TULSA, OK</b>		Zip Code <b>74146</b>

Form Revised 02/2003

This Registration Certificate is issued pursuant to Section 7-1-12 NMSA 1978 for Gross Receipts, County Gross Receipts, Municipal Gross Receipts, Compensating and Withholding Taxes. This copy must be displayed conspicuously in the place of business. Any purchaser of the registrant's business is subject to certain requirements under Section 7-1-61 NMSA 1978.

Division Director Tax Administration

By Ron L. Scott

Any inquiries concerning your Identification Number should be addressed to the Audit & Compliance Division, P.O. Box 630, Santa Fe, New Mexico 87504-0630

THIS CERTIFICATE IS NOT TRANSFERABLE

STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT  
REGISTRATION CERTIFICATE

Date ID Issued <b>30-Sep-2015</b>	IDENTIFICATION NUMBER <b>03-333732-00-2</b>	Business Start Date <b>19-Oct-2015</b>
Business Location <b>10934 E. 55TH PLACE</b>		Business End Date
City and State <b>TULSA, OK</b>		Zip Code <b>74146</b>
Taxpayer Name <b>WILNAT INC</b>		Taxpayer Type <b>Corporation</b>
Firm Name <b>KOONS GAS MEASUREMENT AND B&amp;B METER SERVICE</b>		Filing Frequency <b>Quarterly</b>
Mailing Address <b>10934 E. 55TH PLACE</b>		
City and State <b>TULSA, OK</b>		Zip Code <b>74146</b>

Form Revised 02/2003

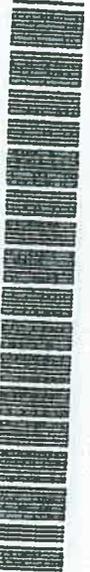
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Division Director Tax Administration

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THIS CERTIFICATE IS NOT TRANSFERABLE



132035099898023



**KOONS GAS MEASUREMENT**  
WILNAT, INC.

10934 East 55th Place  
P.O. Box 470161  
Tulsa, OK 74147

**PHONE:** 918-794-9494  
**FAX:** 918-794-5575

**Customer Reference List**

**John Kill**  
**Southern Star Central Gas Pipeline**  
**620-313-9144**

**Andy Sanchez**  
**City of Las Cruces**  
**575-528-3632**

**Ron Reynolds**  
**Zia Gas**  
**575-640-4200**

# Online Verification for

## Joshua Dewitt

Card Number: 10010714

Guide to Module  
Language Codes  
Code Language  
ES Spanish/Español  
FR French/Français  
PT Portuguese/Português  
RU Russian/Русский

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Date	Modules Completed
7/25/2012	62203-02 Valve Inspection (CT 20)
5/27/2015	62203-02 Valve Inspection (CT 20)
7/25/2012	63105-02 Tubing, Threaded Pipe, and Hoses
5/27/2015	63105-02 Tubing, Threaded Pipe, and Hoses
7/25/2012	63107-02 Identify, Install, and Maintain Valve (CT 19.1, 19.2, 19.3, 19.4)
5/27/2015	63107-02 Identify, Install, and Maintain Valve (CT 19.1, 19.2, 19.3, 19.4)
7/25/2012	63205-02 Maintain and Repair Pressure Limiting Devices and Relief Valves (CT 22, 23.1, 23.2, 24)
5/27/2015	63205-02 Maintain and Repair Pressure Limiting Devices and Relief Valves (CT 22, 23.1, 23.2, 24)
7/25/2012	67104-02 Routine Field and Facility Operations(CT 50, 51, 54, 56, 57, 58, 65)
5/27/2015	67104-02 Routine Field and Facility Operations(CT 50, 51, 54, 56, 57, 58, 65)
7/25/2012	67107-02 Abnormal Operating Conditions
5/27/2015	67107-02 Abnormal Operating Conditions

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DONE

# Online Verification for

## Robert Bunch

Card Number: 9694808

Guide to Module  
Language Codes  
Code Language  
ES Spanish/Español  
FR French/Français  
PT Portuguese/Português  
RU Russian/Русский

Date	Modules Completed
4/18/2012	62203-02 Valve Inspection (CT 20)
5/27/2015	62203-02 Valve Inspection (CT 20)
4/18/2012	63105-02 Tubing, Threaded Pipe, and Hoses
7/25/2012	63105-02 Tubing, Threaded Pipe, and Hoses
5/27/2015	63105-02 Tubing, Threaded Pipe, and Hoses
4/18/2012	63107-02 Identify, Install, and Maintain Valve (CT 19.1, 19.2, 19.3, 19.4)
5/27/2015	63107-02 Identify, Install, and Maintain Valve (CT 19.1, 19.2, 19.3, 19.4)
7/25/2012	63205-02 Maintain and Repair Pressure Limiting Devices and Relief Valves (CT 22, 23.1, 23.2, 24)
5/27/2015	63205-02 Maintain and Repair Pressure Limiting Devices and Relief Valves (CT 22, 23.1, 23.2, 24)
7/25/2012	67104-02 Routine Field and Facility Operations(CT 50, 51, 54, 56, 57, 58, 65)
5/27/2015	67104-02 Routine Field and Facility Operations(CT 50, 51, 54, 56, 57, 58, 65)
4/18/2012	67107-02 Abnormal Operating Conditions
7/25/2012	67107-02 Abnormal Operating Conditions
5/27/2015	67107-02 Abnormal Operating Conditions

DONE

# Online Verification for

## Loren Main

Card Number: 10963818

Guide to Module  
Language Codes  
Code Language  
ES Spanish/Español  
FR French/Français  
PT Portuguese/Português  
RU Russian/Русский

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Date	Modules Completed
6/5/2013	62203-02 Valve Inspection (CT 20)
4/5/2016	62203-14 Pipeline Maintenance OQ CT 20, Inspect Mainline Valves
6/5/2013	63105-02 Tubing, Threaded Pipe, and Hoses
4/5/2016	63105-02 Tubing, Threaded Pipe, and Hoses
6/5/2013	63107-02 Identify, Install, and Maintain Valve (CT 19.1, 19.2, 19.3, 19.4)
4/5/2016	63107-02 Identify, Install, and Maintain Valve (CT 19.1, 19.2, 19.3, 19.4)
6/5/2013	63205-02 Maintain and Repair Pressure Limiting Devices and Relief Valves (CT 22, 23.1, 23.2, 24)
4/5/2016	63205-02 Maintain and Repair Pressure Limiting Devices and Relief Valves (CT 22, 23.1, 23.2, 24)
6/5/2013	67104-02 Routine Field and Facility Operations(CT 50, 51, 54, 56, 57, 58, 65)
4/5/2016	67104-02 Routine Field and Facility Operations(CT 50, 51, 54, 56, 57, 58, 65)
6/5/2013	67107-02 Abnormal Operating Conditions
4/5/2016	71101-14 General Abnormal Operating Conditions

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DONE

# Online Verification for

## Matthew McCleod

Card Number: 14549458

Guide to Module  
Language Codes  
Code Language  
ES Spanish/Español  
FR French/Français  
PT Portuguese/Português  
RU Russian/Русский

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Date	Modules Completed
4/5/2016	62203-14 Pipeline Maintenance OQ CT 20, Inspect Mainline Valves
4/5/2016	63105-02 Tubing, Threaded Pipe, and Hoses
4/5/2016	63107-02 Identify, Install, and Maintain Valve (CT 19.1, 19.2, 19.3, 19.4)
4/5/2016	63205-02 Maintain and Repair Pressure Limiting Devices and Relief Valves (CT 22, 23.1, 23.2, 24)
4/5/2016	67104-02 Routine Field and Facility Operations (CT 50, 51, 54, 56, 57, 58, 65)
4/5/2016	71101-14 General Abnormal Operating Conditions

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DONE



[Console](#)
[Administration](#)
[DOT](#)
[Forms](#)
[Contact Us](#)
[Help](#)

Thank you for confirming your employee list.

### DOT Contractor Information

#### Contractor Information

##### General Information

Contractor Name: **KGM-KOONS GAS MEASUREMENT**  
 Formerly Known As:  
 DBA:  
 Address: **10934 EAST 55TH PLACE**  
 City: **TULSA**  
 State: **OK**  
 Zip: **74146**  
 Phone:  
 Consortium: **PIPELINE TESTING CONSORTIUM**  
 PHMSA Consortium Pool: **Yes**  
 FMCSA Consortium Pool: **No**  
 NCMS ID: **KOOGASMEA**  
 Federal ID: **911923788**  
 ISN ID: **400-174781**  
 Web Account Expires: **1/1/2050 Renew**

##### Additional Information

D/A Status: **SATISFACTORY**  
 Date of Status Change:  
 Type of Work: **METERS**  
 D/A Review: **11/17/2010**  
 D/A Review Update:  
 Requested Info:  
 Items Needed: **0**  
 Covered Employees: **9**  
 DOT Programs: **PHMSA**

##### Last Updated

Employee List: **5/31/2016**  
 Supervisor Training: **5/31/2016**  
 Statistical Data: **1/26/2016**

#### Work For DOT Operators

Work For DOT Operators: 1.) Kinder Morgan, Inc. 2.) Southern Star Central Gas Pipeline

#### Contacts

Contact	Email	Phone	Fax
MARK ABSHIRE	mabshire@kgmgas.com	(918) 794-9494	(918) 794-5575
TERRY BENIGHT	tbenight@kgmgas.com		

#### Comments/Notes

DATE/TIME

7/22/2015 1:35:02 PM  
7/1/2015 12:30:41 PM

COMMENT

FINAL Notice Update Email Automatically Sent  
2nd Notice Update Email Automatically Sent

**Items Due**

PENDING AUDIT	ITEM NEEDED	DATE DUE	1ST REQ.	2ND REQ.	FINAL REQ.
No records to display.					

**Employee List**

Thank You! Your list has been acknowledged.

My List is Current  Add  Upload

Refresh |

FIRST NAME	EMPLOYEE LAST	LAST 4 EMP ID	MOST RECENT DOT TEST	POOL	TEST TYPE	
MARK E.	ABSHIRE	6058	09/24/2013	PHMSA	RAND	<a href="#">Edit</a> <a href="#">Delete</a>
TERRY	BENIGHT	6800	07/23/2014	PHMSA	RAND	<a href="#">Edit</a> <a href="#">Delete</a>
CASEY LEE	BENNETT	3897	11/18/2013	PHMSA	RAND	<a href="#">Edit</a> <a href="#">Delete</a>
MIKE	BUNCH	7092	08/27/2014	PHMSA	RAND	<a href="#">Edit</a> <a href="#">Delete</a>
ROBERT	BUNCH	7217	04/29/2013	PHMSA	PRE	<a href="#">Edit</a> <a href="#">Delete</a>
JOSHUA D	DEWITT	7283	02/25/2013	PHMSA	RAND	<a href="#">Edit</a> <a href="#">Delete</a>
BRIAN K.	JACKSON	9355	12/04/2015	PHMSA	RAND	<a href="#">Edit</a> <a href="#">Delete</a>
JARED	PECORE	8580	07/20/2015	PHMSA	RAND	<a href="#">Edit</a> <a href="#">Delete</a>
TIMOTHY F.	WOOD	7665	12/31/2013	PHMSA	RAND	<a href="#">Edit</a> <a href="#">Delete</a>

**Supervisor Training**

Thank You! Your list has been acknowledged.

My List is Current  Add  Upload

FIRST NAME	LAST NAME	LAST 4 EMP ID	DRUG TRAINING DATE	ALCOHOL TRAINING DATE	
MARK	ABSHIRE		02/09/2012	02/09/2012	<a href="#">Edit</a> <a href="#">Delete</a>
TERRY	BENIGHT		12/17/2012	12/17/2012	<a href="#">Edit</a> <a href="#">Delete</a>
TIM F.	WOOD		01/15/2010	01/15/2010	<a href="#">Edit</a> <a href="#">Delete</a>

**National Compliance Management Service, Inc.**

9 Compound Drive  
Hutchinson, KS 67502  
Phone: 620.669.0954  
Fax: 620.669.8430  
[www.nationalcompliance.com](http://www.nationalcompliance.com)

[NCMS Website Terms of Use](#)  
[NCMS Web Services Terms of Use](#)

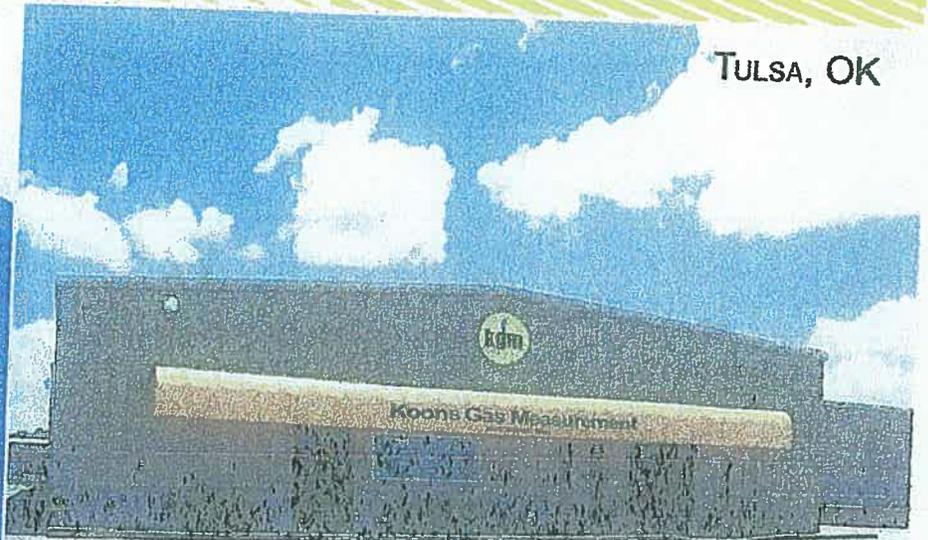
Console Administration

# Gas Measurement

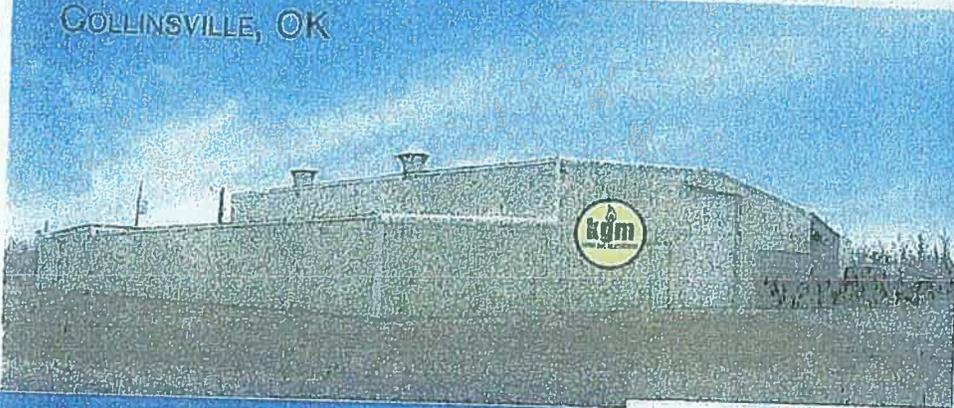
BRINGING YOU THE BEST SOLUTION

TULSA, OK

- PROVIDING PRODUCTS AND SERVICES TO THE NATURAL GAS INDUSTRY FOR OVER 40 YEARS.

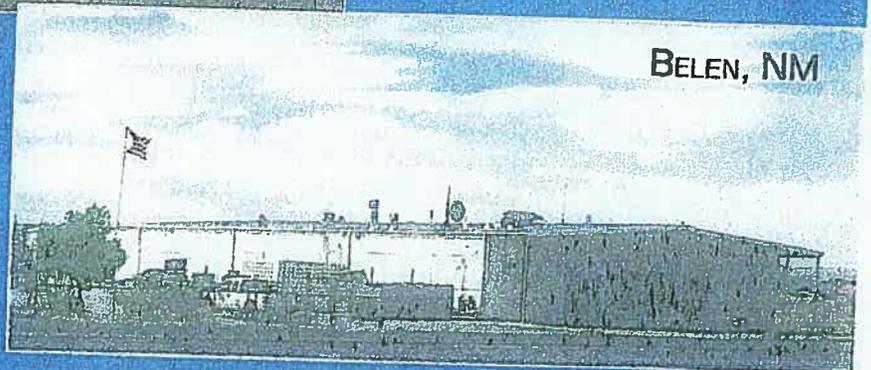


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BELEN, NM



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**BECKER**  
PRECISION EQUIPMENT INC.

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American Meter

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**MAXITROL**



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[www.KGMgas.com](http://www.KGMgas.com)



**KOONS GAS MEASUREMENT**  
**10934 E. 55<sup>th</sup> Place • Tulsa, OK 74147 • 918.794-9494**  
**Wilnat, Inc.**

**WILNAT, Inc is structure as an S-Corporation in Oklahoma and was incorporated in 1998.**

**The two shareholders of the Corporation are Tim F. and Nancy J. Wood.**

**Tim F. Wood owns 75% and Nancy J. Wood owns 25 % of the stocks.**

**Attached are the credit scores for both shareholders.**

## CONSUMER NAME AND ADDRESS

Nancy J Wood  
15332 N 149th East Ave  
Collinsville, OK 74021-6800

## LENDER NAME

RCB Bank  
300 W Patti Page Blvd  
Claremore, OK 74017

## LOAN APPLICATION DATE

May 31, 2016

## Your Credit Report(s) and the Price You Pay for Credit

What is a credit report?	A credit report is a record of your credit history. It includes information about whether you pay your bills on time and how much you owe to creditors.
How did we use your credit report(s)?	We used information from your credit report(s) to set the terms of the credit we are offering you, such as the interest rate and payment terms.  The terms offered to you may be less favorable than the terms offered to consumers who have better credit histories.
What if there are mistakes in your credit report(s)?	You have a right to dispute any inaccurate information in your credit report(s).  If you find mistakes on your credit report(s), contact Equifax, which is/are the consumer reporting agency(ies) from which we obtained your credit report(s).  It is a good idea to check your credit report(s) to make sure the information it/they contain(s) is accurate.
How can you obtain a copy of your credit report(s)?	Under Federal law, you have the right to obtain a copy of your credit report(s) without charge for 60 days after you receive this notice. To obtain your free report(s), contact:  <i>Equifax</i> <i>By telephone:</i> Call toll-free: (800) 685-1111  <i>By mail:</i> Mail your written request to: PO BOX 740241 Atlanta, GA 30374  <i>On the web:</i> Visit <a href="http://www.equifax.com">www.equifax.com</a>
How can you get more information about credit reports?	For more information about credit reports and your rights under federal law, visit the Consumer Financial Protection Bureau's website at <a href="http://www.consumerfinance.gov/learnmore">www.consumerfinance.gov/learnmore</a> .

**Your Credit Score and Understanding Your Credit Score**

<b>Your credit score</b>	<b>776</b> Source: Equifax Date: May 31, 2016
<b>What you should know about credit scores</b>	Your credit score is a number that reflects the information in your credit report. We used your credit score to set the terms of credit we are offering you.  Your credit score can change, depending on how your credit history changes.
<b>The range of scores</b>	Scores range from a low of 300 to a high of 850.
<b>Key factors that adversely affected your credit score</b>	PROPORTION OF BALANCES TO CREDIT LIMITS, TOO HIGH ON BANK/OTHER REVOLVING ACCTS TOO MANY INQUIRIES LAST 12 MONTHS TIME SINCE MOST RECENT ACCOUNT OPENING IS TOO SHORT LENGTH OF TIME ACCOUNTS HAVE BEEN ESTABLISHED
<b>How can you get more information about your credit score?</b>	If you have any questions regarding your credit score, you should contact Equifax at:  Address: PO BOX 740241 Atlanta, GA 30374  Toll-free Telephone number: (800) 685-1111

CONSUMER NAME AND ADDRESS

Timothy F Wood  
 15332 N 149th East Ave  
 Collinsville, OK 74021-6800

LENDER NAME

RCB Bank  
 300 W Patti Page Blvd  
 Claremore, OK 74017

LOAN APPLICATION DATE

May 31, 2016

**Your Credit Report(s) and the Price You Pay for Credit**

<p><b>What is a credit report?</b></p>	<p>A credit report is a record of your credit history. It includes information about whether you pay your bills on time and how much you owe to creditors.</p>
<p><b>How did we use your credit report(s)?</b></p>	<p>We used information from your credit report(s) to set the terms of the credit we are offering you, such as the interest rate and payment terms.</p> <p>The terms offered to you may be less favorable than the terms offered to consumers who have better credit histories.</p>
<p><b>What if there are mistakes in your credit report(s)?</b></p>	<p>You have a right to dispute any inaccurate information in your credit report(s).</p> <p>If you find mistakes on your credit report(s), contact Equifax, which is/are the consumer reporting agency(ies) from which we obtained your credit report(s).</p> <p>It is a good idea to check your credit report(s) to make sure the information it/they contain(s) is accurate.</p>
<p><b>How can you obtain a copy of your credit report(s)?</b></p>	<p>Under Federal law, you have the right to obtain a copy of your credit report(s) without charge for 60 days after you receive this notice. To obtain your free report(s), contact:</p> <p><b>Equifax</b></p> <p><i>By telephone:</i> Call toll-free: (800) 685-1111</p> <p><i>By mail:</i> Mail your written request to:              PO BOX 740241              Atlanta, GA 30374</p> <p><i>On the web:</i> Visit <a href="http://www.equifax.com">www.equifax.com</a></p>
<p><b>How can you get more information about credit reports?</b></p>	<p>For more information about credit reports and your rights under Federal law, visit the Consumer Financial Protection Bureau's website at <a href="http://www.consumerfinance.gov/learnmore">www.consumerfinance.gov/learnmore</a>.</p>

**Your Credit Score and Understanding Your Credit Score**

<b>Your credit score</b>	740 Source: Equifax Date: May 31, 2016
<b>What you should know about credit scores</b>	Your credit score is a number that reflects the information in your credit report. We used your credit score to set the terms of credit we are offering you. Your credit score can change, depending on how your credit history changes.
<b>The range of scores</b>	Scores range from a low of 300 to a high of 850.
<b>Key factors that adversely affected your credit score</b>	<b>NUMBER OF ACCOUNTS WITH DELINQUENCY PROPORTION OF BALANCES TO CREDIT LIMITS, TOO HIGH ON BANK/OTHER REVOLVING ACCTS LENGTH OF TIME ACCOUNTS HAVE BEEN ESTABLISHED TOO MANY INQUIRIES LAST 12 MONTHS</b>
<b>How can you get more information about your credit score?</b>	If you have any questions regarding your credit score, you should contact Equifax at: Address: PO BOX 740241 Atlanta, GA 30374 Toll-free Telephone number: (800) 685-1111



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/31/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## PRODUCER

Sullivan Insurance Agency  
P. O. Box 1534

CONTACT NAME: Candace Wiechman

PHONE (A/C No. Ext): (580) 223-2187

FAX (A/C No.): (580) 223-1831

E-MAIL ADDRESS: cw@johnsullivaninsurance.com

Ardmore OK 73402

## INSURER(S) AFFORDING COVERAGE

## INSURED

WILNAT, INC.;  
KOONS GAS MEASUREMENT; B & B METER SERVICE  
15332 N. 149TH EAST AVENUE  
COLLINSVILLE OK 74021

INSURER	NAIC #
INSURER A: Union Standard Insurance Group	25844
INSURER B: Hartford Ins / Twin City Fire	19410
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: 16-17 COI

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPA 4662046	3/22/2016	3/22/2017	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Employee Benefits	\$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CPA 4662046	3/22/2016	3/22/2017	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							Underinsured motorist	\$ 50,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			CUA 4662049	3/22/2016	3/22/2017	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			38WECAQ4356	11/1/2015	11/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

twood@kgmgas.com

CITY OF LAS VEGAS  
1700 N. GRAND AVENUE  
LAS VEGAS, NM 87701

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

S Washburn, CIC, CRM/

**REQUEST FOR PROPOSALS**

The City of Las Vegas, New Mexico will open Sealed Proposals at 2:00 p.m. June 2, 2016, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

**NATURAL GAS METER PROVING SERVICE**

Proposal Forms and Specifications may be obtained from the following location:

City Clerk's Office, 1700 North Grand Avenue, Las Vegas, New Mexico 87701

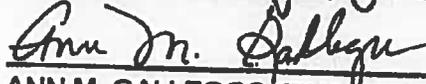
Mailed proposals should be addressed to the City Clerk, 1700 N. Grand Ave., Las Vegas, New Mexico 87701; with the envelope marked: METER PROVING SERVICE , Opening No. 2016-27; on the lower left-hand corner of the submitted envelope. It shall be the responsibility of the Offeror to see that their proposal is delivered to the City Clerk by the date and time set for the proposal request. If the mail or delivery of proposal request is delayed beyond the opening date and time, proposal thus delayed will not be considered. Proposals will be reviewed at a later date with possible negotiations to follow.

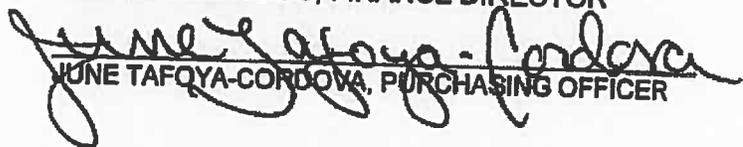
The City of Las Vegas reserves the right to reject any/or all proposals submitted.

CITY OF LAS VEGAS,

  
\_\_\_\_\_  
RICHARD TRUJILLO, CITY MANAGER

  
\_\_\_\_\_  
CASANDRA FRESQUEZ, CITY CLERK

  
\_\_\_\_\_  
ANN M. GALLEGOS, FINANCE DIRECTOR

  
\_\_\_\_\_  
JUNE TAFUYA-CORDOVA, PURCHASING OFFICER

Opening No. 2016-27

Date Issued: May 11, 2016

Published: Las Vegas Optic May 11<sup>5</sup>, 2016  
Albuquerque Journal May 11, 2016  
City of Las Vegas website: www.lasvegasnm.gov

OFFEROR INFORMATION

OFFEROR: \_\_\_\_\_

AUTHORIZED AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER (\_\_\_\_) \_\_\_\_\_

FAX NUMBER (\_\_\_\_) \_\_\_\_\_

DELIVERY: \_\_\_\_\_

STATE PURCHASING RESIDENT CERTIFICATION NO.: \_\_\_\_\_

NEW MEXICO CONTRACTORS LICENSE NO.: \_\_\_\_\_

SERVICE (S): **NATURAL GAS METER PROVING SERVICE**

THE CITY OF LAS VEGAS RESERVES THE RIGHT REJECT ANY OR ALL PROPOSALS AND TO WAIVE ANY TECHINCAL IRREGULARITY IN THE FORM.  
AFFIDAVIT FOR FILING WITH COMPETITIVE PROPOSAL

STATE OF \_\_\_\_\_ }  
} ss COUNTY OF \_\_\_\_\_ }

I, \_\_\_\_\_ of lawful age, being of first duly sworn in oath, say that] am the agent authorized by the offerors to submit the attached proposal. Affiant further states that the offeror has not been a party to any collusion among offerors in restraint of freedom of competition by agreement to a fixed price or to refrain from submitting a proposal; or with any city official or employee as to the quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussion between offerors with any City official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

Subscribed and sworn to before me, this \_\_\_\_\_ Signature \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

Notary Public Signature \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

## STANDARD PROPOSAL CLAUSES

### AWARDED PROPOSAL

Awarding of Proposal shall be made to the responsible Offeror whose Proposal best meets the specifications. The City of Las Vegas (City) reserves the right to reject any or all Proposals submitted.

The City of Las Vegas reserves the right to make multiple awards on Professional Services proposals. All contracts shall be presented to the Governing Body for approval.

### TIMETABLE

Proposals pursuant to this request must be received at the City Clerk's Office at 1700 North Grand Avenue, Las Vegas, New Mexico, on or before: June 2, 20 16; 2:00 p.m.; at which time all proposals received will be opened. The opening will occur at the City Offices. Awarding of proposal is projected for: June, 2016. The successful offeror will be notified by mail.

### ENVELOPES

Sealed Proposal envelopes shall be clearly marked on the lower left-hand corner, identified by the Proposal name and opening number. Failure to comply with this requirement may result in the rejection of the submitted Proposal.

### BRIBERY AND KICKBACK

The procurement code of New Mexico; (Section 13-1-28 through 13-1-199 N.M.S.A. 1978), impose a third degree felony penalty for bribery of a public official or public employee. In addition, the New Mexico Criminal Statutes (Section 30-4-1 N.M.S.A. 1978), states that it is a third degree felony to commit offense of demanding or receiving a bribe by a public official or public employee. (Section 30-24-2 N.M.S.A. 1978), it is a fourth degree felony to commit the offense of soliciting or receiving illegal kickbacks. In addition, (Section 30-41-1 through 30-41-3 N.M.S.A. 1978), states that it is a fourth degree felony to commit the offense of offering or paying illegal kickbacks.

### RESPONSIBILITY OF OFFEROR

At all times it shall be the responsibility of the Offeror to see that their Proposal is delivered to the City Clerk by the Date and Time scheduled for opening. If the mail or delivery of said proposal is delayed beyond the scheduled opening date and time set proposal thus delayed will not be considered.

### NON-COLLUSION

In signing their Proposal and Affidavit, the offeror certifies that he/she has not, either directly or in directly entered into action of restraint of free competition, in the connection with the submitted Proposal.

CLARIFICATION OF PROPOSAL

Offeror requiring clarification or interpretation of the proposal specifications shall make a written request to the Department involved in this proposal request at least five (5) days prior to the scheduled proposal opening date; with a copy forwarded to the Finance Department. Any interpretations, correction, or changes (not part of the negotiation stage) of said proposal specifications shall be made by "ADDENDUM" only; including any Opening Date or Time Change. Interpretations, corrections, or changes of said proposal made in any other manner (before opening and negotiation stage) will not be binding and offeror shall not rely upon such interpretations, corrections, and changes.

MODIFICATION OR WITHDRAWAL OF PROPOSAL

A Proposal may not be withdrawn or cancelled by the offeror following the scheduled opening date and time; the Offeror does so agree in submitting their Proposal. Prior to the schedule time and date of opening, proposals submitted early may be withdrawn, but may not be re-submitted.

APPLICATION OF PREFERENCE

Pursuant to (Section 13-1-21 and 13-1-22 N.M.S.A. 1978) any New Mexico resident business or resident manufacturer who wishes to receive the benefit of an "Application of Preference" must provide their Certification Number (issued by N.M. State Purchasing) with their proposal on the "OFFEROR INFORMATION/AFFIDAVIT" form.

FEDERAL TAX IDENTIFICATION NUMBER

Pursuant to IRS requirements, Offerors shall provide their Federal Tax ID Number if Offeror is incorporated. If Offeror is a sole proprietorship or partnership, then shall provide their Social Security Number.

FEDERAL TAX ID NUMBER: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

NEW MEXICO TAX IDENTIFICATION NUMBER

Payment may be withheld under (Section 7-10-5 N.M.S.A. 1978) if you are subject to New Mexico Gross Receipts Tax and have not registered for a New Mexico (CRS) Tax Identification Number, contact the New Mexico Taxation & Revenue Department at (505) 8270700 for registering instructions.

New Mexico (CRS) Tax Identification Number: \_\_\_\_\_

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Bidder shall submit a completed Campaign Contribution Disclosure Form Pursuant to Chapter 81, Laws of 2006.

SPECIAL NOTICE

Proposal will be opened and all submitted copies will be checked for accuracy of Department's specific amount of copies requested. Any price or other factors of the submitted proposals will not be read out loud to anyone in attendance at the proposal opening. All factors of the submitted proposal are not public record to other offerors or interested parties before the negotiation or awarding process.

The department involved in the proposal request will evaluate all proposals submitted according to the evaluation criteria indicated in the proposal specifications.

NEGOTIATION

Pursuant to the City of Las Vegas Purchasing rules and regulations (section 6.7) discussions or negotiations may be conducted with a responsible offeror who submits an acceptable or potentially acceptable proposal.

CONTRACT

When the City issues a Purchase Order in response to an awarded proposal, a binding contract is created, (unless a specific contract has been created).

TAXES:

Bidder must pay all applicable taxes.

NOTE:

If bidder is from outside the City of Las Vegas, the successful bidder Must pay Gross Receipts Tax in the City of Las Vegas. Successful bidder will be required to obtain a business license from the City of Las Vegas prior to commencing any project within the City limits.

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

**"Applicable public official"** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**"Campaign Contribution"** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**"Contract"** means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

**"Family member"** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

**"Pendency of the procurement process"** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**"Person"** means any corporation, partnership, individual, joint venture, association or any other private legal entity.

**"Prospective contractor"** means a person who is subject to the competitive sealed

proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

(The above fields are unlimited in size) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

-OR-

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

**REQUEST FOR PROPOSALS FOR METER PROVING SERVICE  
FOR THE CITY OF LAS VEGAS**

The City of Las Vegas, New Mexico is requesting proposals for Meter Proving Service for City of Las Vegas defined in the scope of work.

**A. SCOPE OF WORK**

The Offeror shall perform Meter Proving Services on an as needed basis, as hereafter stated.

The Servicing duties shall include the following proving process:

- a. Utilize bypass and proving ports to bring the meter offline and blow down.
- b. If no bypass or proving ports, will shut down service and blow down the meter for removal.
- c. Remove meter from the set.
- d. Test the meter using the prover device.
- e. Verify the meter is within the City of Las Vegas specifications, usually +/- 2%.
- f. If needed, remove the meter cover and make the necessary adjustments, replace cover.
- g. Re-test the meter to verify the meter now meets specs.
- h. Visually check components in the set.
- i. Visually check for no relief valve blow off.
- j. Re-install meter in the set.
- k. Re-pressure the meter.
- l. Complete leak check on the set.
- m. Verify the meter is working properly.
- n. Provide documentation to City of Las Vegas Gas Division. Retain records for each 5 year period.
- o. Shipping costs.

**1. OFFEROR'S IDENTIFICATION:**

State name and address of your organization or office and nature of organization (Individual, partnership or corporation, private or public, profit or non-profit). Subcontractors, if any, must be listed with license numbers. Describe individual staff and subcontractor's responsibilities with line of authority and interface with City staff. Include the name and telephone number of person(s) authorized for preparation and execution of the contract. The City has the authority to reject any or all Subcontractors. Respond to this section as Section A of Offeror's proposal.

**2. PERSONNEL EXPERIENCE:**

Describe the experience and qualifications of company Principals, supervisors, and other employees who will be actively engaged in the work required under the contract, including experience of subcontractors. The experience and qualifications must reference the servicing of the City of Las Vegas Natural Gas System. Respond to this as Section B of Offeror's proposal.

**3. LICENSES:**

The Offeror shall show that he has a New Mexico general Contractors license and all other licenses required by law to perform the work required by this contract. All such licenses shall

be held by the offeror or his subcontractors at the time the proposal is submitted. Respond to this section as Section C in Offeror's proposal.

4. **NECESSARY LABOR AND EQUIPMENT:**

The offeror shall show that he has the necessary labor and equipment for proving meters. Equipment and labor shall be available to be on site within the specified time line. Respond to this section as Section D in Offeror's proposal.

5. **EXPERIENCE IN METER PROVING SERVICES:**

The offeror shall demonstrate at least five (5) years experience. Indicate name, address and phone number of past customers and reference individuals who can be contacted regarding the work. Respond to this section as Section E in Offeror's proposal.

6. **EXPERIENCE WITH NATURAL GAS METER PROVING PROCESS:**

The Offeror shall demonstrate at least five (5) years of proven performance working with Natural Gas systems. The Offeror shall prove meter calibration, all work will be done onsite within a 50 mile radius of the City of Las Vegas, NM, Range Size 750 – 10,000, roots 11-M (175) meter sizes.

7. **DOCUMENTATION:**

The Offeror shall provide documentation of operator's qualifications, and drug and alcohol testing as per Public Regulation Commission requirements. The offeror shall indicate his minimum stock of replacement parts and anticipated delivery time for un-stacked replacement items and parts. Respond to this section as Section G in Offeror's proposal.

8. **FACILITIES:**

The Offeror shall show that he has a machine shop facility or arrangements with a machine shop to perform work on a priority basis, and adequate space for storing parts, piping fabrication and other mechanical repair capabilities. If the offeror has arrangements with a machine shop, a copy of the agreement shall be attached. Respond to this section as Section H in Offeror's Proposal.

9. **FINANCIAL:**

The Offeror shall provide a letter from a financial institution regarding the Offeror's credit rating. Respond to this section as Section I in Offeror's proposal.

10. **EQUIPMENT SELECTION SERVICES:**

Should some of the work will require the Contractor to prepare fabrication shop drawings, of pipings and also, as-built drawings as requested. The calculations and recommendations shall be submitted to the City for review and approval. Describe your staff capabilities or arrangements with another firm to accomplish this work. Respond to this section as Section J in

Offeror's proposal.

11. **ADDITIONAL INFORMATION:**

Describe any exceptions and/or clarifications to this Request for Proposals. Also include any additional information you believe to be pertinent to the proposal but not requested elsewhere. Respond to this section as Section K In Offeror's proposal.

12. **NOTE:**

Number of pages should not exceed a total of 25. Submit one (1) original and five (5) copies of all Proposal documents.

13. **WITHDRAWAL OF PROPOSAL:**

A Proposal may not be withdrawn or canceled by the Offeror following the scheduled opening date and time; the Offeror does so agree in submitting their Proposal. Prior to the scheduled time and date of opening, Proposals submitted early may be withdrawn, but may not be re-submitted.

14. **OFFERORS INTERESTED IN MORE THAN ONE PROPOSAL:**

No person, firm or corporation shall be allowed to make, or file, or be interested in more than one proposal for the same work unless alternate proposals are specifically called for. A person, firm, or corporation that has submitted a sub-proposal to an Offeror, or that has quoted prices of materials to an Offeror is not thereby disqualified from submitting a sub- proposal or quoting prices to other Offerors or making a prime proposal.

15. **OPENING OF PROPOSAL:**

Offerors are invited to be present at the opening of the Proposal. All Proposals shall be made and received with the understanding that the Offeror accepts the terms and conditions contained in these Contract Documents referred to herein.

16. **COMPARISON OF PROPOSALS:**

City of Las Vegas shall appoint a selection committee to review and evaluate the proposals submitted for this project. Offerors should be prepared to respond to requests by the selection committee for oral presentations, site visits, and interviews with key employees and other areas deemed necessary to assist in the evaluation process. The selection committee may, at its option, interview some or all Offerors submitting valid proposals. The committee shall, on the basis of the proposal and the interviews, rank the Offerors for recommendation of award to the City Manager and the Las Vegas City Council.

The following criteria shall be used by the selection committee in evaluating and ranking the proposals and making a recommendation for award. The proposals shall be rated on a scale of 1-100 by each evaluator with maximum points per category as shown below:

- 1. Personal/Personnel Experience: Licenses, Labor and Equipment, Procurement ability, adequate facilities and financial stability..... 20%
- 2. Capacity and Capability: Offerors willingness, capacity and capability to perform Maintenance/Emergency services on a timely basis .....25%
- 3. Past Record of Performance and Familiarity to Natural Gas Systems:.....20%
- 4. Familiarity to Natural Gas Systems.....25%
- 5. Proximity to Las Vegas New Mexico.....10%

**17. AWARD OF CONTRACT:**

The Owner reserves the right to delay awarding of the Contract up to 60 days after the scheduled opening and the privilege of rejecting all proposals and not making an award. Awarding of Proposal shall be made to the responsible Offeror whose Proposal best meets the specifications. In awarding the Contract, the Owner shall determine, at his discretion, whether an Offeror is qualified to perform the Contract, and whether it is to the interest of the Owner to accept the offer. The City of Las Vegas reserves the right to make multiple awards on professional services proposals.

**18. BONDS:**

The successful offeror will be required to furnish a Performance Bond, in an amount equal to \$100,000 and a labor and Materials Payment Bond in an equal amount, such bonds to be executed in four (4) original counterparts by a Corporate Surety authorized to do business in the State of New Mexico, and acceptable to the Owner. The Bonds must be executed on forms contained in these Contract Documents. The form of Agreement with the successful Offeror, as Contractor, will be required to execute also included herewith.

**19. INSURANCE CERTIFICATE:**

The Offeror must at all times hold General Liability Insurance of at least \$1,000,000.00 per occurrence with a \$2,000,000.00 aggregate and list the City of Las Vegas as an additional insured. Proof of Compliance with this insurance requirement is to be provided to the City upon execution of the Contract.

The successful Offeror will be required to furnish insurance certification for the insurance required.

**20. CONTRACTUAL TERMS:**

The following contractual terms will be included in any Contract entered into by the City of Las Vegas and the consultant selected.

- a. Funding

This solicitation is subject to the availability of funds to provide this service. Payment and performance obligations for succeeding fiscal years shall be subject to the appropriation of funds. Therefore, when funds are not appropriated, or otherwise made available to support continuation of performance of the contract in a subsequent fiscal period, the contract will be terminated.

b. Term

1. The term of this agreement shall be for a period of one (1) year. Due to the need for a continuity of the contractual services, the term may be extended from year to year for a maximum of four (4) years. Sixty (60) days prior to the end of each year of the agreement, City may, without stating a cause, give notice of its intention to terminate the contract.

21. EXECUTION OF CONTRACT:

The Contract, Performance Bond and Labor and Material Payment Bond shall be executed in four (4) original counter parts. The forms and Contract Documents will be as herein included and will be furnished by the Owner. Distribution of the executed forms will be as follows:

- 1- Contractor
- 2- Owner
- 3- Bonding Company

22. CONTRACT DOCUMENTS:

The complete Contract Documents will include the following:

- (1) Notice to Offerors
- (2) Instructions and Information for Offerors
- (3) Proposal
- (4) Cost
  - a) Breakdown pricing for lodging
  - b) miles traveled, travel time, misc. travel expense,
  - c) field meter testing
  - d) meter repair/rebuilding of meters
  - e) random residential testing
- (5) Contract Agreement
- (6) Performance Bond
- (7) Labor and materials Payment Bond
- (8) General conditions and Provisions of the Scope of Service
- (9) Safety Requirements, insurance certificates, and Contractor's bonds, all of which are bound together.

23. CITY OF LAS VEGAS BUSINESS LICENSE:

The successful Offeror shall be required to obtain a business license from the City of Las Vegas before commencing work on the project.

24. DOCUMENTS TO SUBMIT WITH PROPOSAL:

Each Offeror shall submit one (1) original and five (5) copies of the following documents:

- A. Proposal
- B. Offeror Information Form
- C. List of Subcontractors
- D. Contractor's Bonds
- E. Campaign Contribution Disclosure Form
- F. Cost
  - 1) Breakdown pricing for lodging
  - 2) miles traveled, travel time, misc. travel expense,
  - 3) field meter testing
  - 4) meter repair/rebuilding of meters
  - 5) random residential testing

## EVALUATION SHEET

**OFFERORS:**

Proposal must address each of the following criteria.

EVALUATOR: \_\_\_\_\_

DATE: \_\_\_\_\_

**RATING SHEET FOR:  
Natural Gas Meter Proving Service**

Offeror: \_\_\_\_\_

	ITEM	POSSIBLE POINTS	POINTS AWARDED
	<b>RFP - NATURAL GAS METER PROVING SERVICE</b>		
1.	1. Personal/Personnel Experience		
	2. Capacity and Capability	20	
	3. Past Record of Performance	25	
	4. Familiarity with the City of Las Vegas and land use regulations	20	
	5. Proximity to Las Vegas New Mexico	25	
		10	
	<b>TOTAL</b>	<b><u>100</u></b>	

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE: 7/6/16**

**DEPT: Recreation**

**MEETING DATE: 7/20/16**

**ITEM/TOPIC:** Abe Montoya Recreation Center Project

**ACTION REQUESTED OF COUNCIL:** Approval to proceed with negotiations with Cross Connection Inc. to complete the Abe Montoya Recreation Center Project.

**BACKGROUND/RATIONALE:** The City of Las Vegas put out a Request for Qualifications (RFQ) for the Recreation Center Project and received interest from one company. An evaluation committee was developed and reviewed the RFQ. The committee recommendation is to enter into final negotiations with Cross Connection Inc.

**Advertised:** May 29, 2016 & June 3, 2016 in the Albuquerque Journal and the Las Vegas Optic

**Bid Opening:** June 29, 2016

**STAFF RECOMMENDATION:** Approval to enter into negotiations with Cross Connection Inc.

**COMMITTEE RECOMMENDATION:**

**THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.**

  
SUBMITTER'S SIGNATURE

**REVIEWED AND APPROVED BY:**

  
TONITA GURULE-GIRON  
MAYOR

  
RICHARD TRUJILLO  
CITY MANAGER

\_\_\_\_\_  
ANN MARIE GALLEGOS  
FINANCE DIRECTOR  
(PROCUREMENT)

\_\_\_\_\_  
PURCHASING AGENT  
(FOR BID/RFP AWARD)

\_\_\_\_\_  
H. CHICO GALLEGOS  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)

**City Opening No.2016-28 Abe Montoya Recreation Center**

Category	Value	Evaluator #1	Evaluator #2	Evaluator #3	Evaluator #4	Evaluator #5
CRITERION 1: Bidder revelant experience	45 Points	40	45	40	40	45
CRITERION 2: Subcontractor's relevant experience	35 Points	30	35	30	33	30
CRITERION 3: Bidder's ability to meet schedules	15 Points	15	10	10	15	10
CRITERION 4: Bidder's ability to manage construction safety risks	5 Points	4	5	5	5	5
<b>Total of Weighted Value</b>	<b>100 Points</b>	<b>89</b>	<b>95</b>	<b>85</b>	<b>93</b>	<b>90</b>

**Company Name: Cross Connection Inc.**

**COPY**

# **QUALIFICATIONS**

**Abe Montoya Recreation Center  
Renovations  
No. P0012067W**

**Submitted by:  
Cross Connection, Inc.  
18329 US 84/285  
Española, NM 87532  
Contact: Ross Sanchez (505)747-4868**



General & Mechanical Contractor

Re: Abe Montoya Recreation Center Renovation

To those evaluating our proposal:

Thank you for this opportunity to submit our proposal for the Abe Montoya Recreation Center. The following packet was put together to demonstrate our experience, and go through some of our management processes at Cross Connection to show you how we would intend to carry out the successful completion of this project if we were awarded.

#### **Criterion 1**

Cross Connection has been in operation for 19 years and has done a large variety of projects at Los Alamos National Laboratories, Sandia National Laboratories, and multiple municipal, school, and hospital buildings throughout the state. We would like to emphasize that we are a General Contractor with a specialty in mechanical and plumbing. We specialize in renovation projects with a large portion of the scope being mechanical and specialty systems. By managing these projects from beginning to end as the general contractor and self-performing large percentages of the projects we are able to maintain quality, safety and schedule throughout the duration. We have done many projects at Los Alamos National Laboratories in the high explosives areas. This pertains to this project as it has very similar parameters. In these facilities we must install dehumidification systems to ensure that there is no moisture in the laboratory where they are working with the explosives. These areas which hold these experiments are also very sensitive to temperature fluctuation so we must install systems with very tight temperature controls. Please see the attached past performance qualifications in 5 of our more recent projects.

#### **Criterion 2**

For our subcontractors we have selected a team which we have previous experiences working with on successful projects. Most recently we all completed two renovation projects at the Luna Community College with this same group. All of our subcontractors are very specialized in what they do and maintain a high level of quality. The major subcontractors being utilized with a very large impact on this project are as follows. Gallery Painting is a company which we have done multiple successful projects with, in which they have performed various specialty coating systems for us. Please see their attached experience statement which shows their quality program as well as previous projects they have worked on including pool experience. Gallery Painting will cover the sandblasting and resurfacing of structural steel, blasting and repainting of CMU walls, sealing of exterior stucco and CMU, cleaning of the pools, and refinishing the spiral staircase and slide. Progressive Roofing is our second major subcontractor who specializes in all types of roofing. We have chosen them as we have already worked on projects including TPO, roofing and metal roofing systems and we know this company can offer a quality product for both types of roofing, repair work and has a very good warranty system in place. By choosing a company like progressive we are able to hold them accountable for the entire roofing system. Please see their attached experience statement. The other major subcontractor working with us is



General & Mechanical Contractor

Electric Horseman who has shown great quality of work and the ability to maintain schedule on all projects that we have teamed up with them on. They will be covering the electrical, special systems, and fire alarm. They also have included an experience statement in this packet.

### **Criterion 3**

For scheduling we utilize the Microsoft Project 2010 software. We develop a critical path schedule identifying critical control points including submittals, ordering receiving equipment, all portions of construction with input from subcontractors, time for start-up, test and balance, commissioning, and final inspections of the project. We will provide the project team with three week look ahead schedules at each progress meetings which shows the progress as it relates to the overall schedule. By tracking this from the very beginning of the project we are able to identify if we need more resources or accelerated work schedules at any given time during construction. By utilizing the critical path method we can show where project delays occur, how they are affecting the schedule, and then how we intend to get the project back on schedule. This same schedule is given to our subcontractors so there portions of work can be scheduled from a long ways out. By also keeping them involved with the progress schedules they are able to offer input and feedback on the project as to exactly when they will be scheduled. By utilizing the two forms of scheduling (one large big picture schedule, as well as a more detailed 3 week look ahead), we are able to manage the construction activities on a day to day basis as well as see the progress overall impact on the schedule.

### **Criterion 4**

Safety is our utmost #1 priority for all of our projects and is something that is taken very seriously at Cross Connection. Our company has developed an overall safety program which is taught to each employee upon hiring. For each project we then write a site specific safety plan which is easier for each employee and subcontractor to utilize on that jobsite when they first arrive. To manage the day to day hazards we write Activity Hazard Analysis Documents which identifies all the hazards associated with a project and clearly describes how to mitigate all of these hazards. In order to maintain safety throughout the entire project we hand pick our subs based off of their past safety performance. All of our subs are also required to have their own safety programs within their company. By not basing our selection solely off of price we are able to ensure that qualified individuals will be on the jobsite throughout the project. All of personnel employed by Cross Connection have OSHA 10 or OSHA 30 training. The superintendent that will be onsite will be acting as the overall safety officer and has over 19 years of construction experience and is CHST certified. Cross Connection implements a stop or pause work policy which allows any person on site at any time to pause work if they see something they feel is unsafe. If this is to happen this activity is paused, reevaluated by our project team before moving forward.

*Thank you once again for this opportunity to bid this project.*

18329 US 84/285  
Española, NM 87532  
Ph: (505) 747-4868 Fx: (505) 747-4869

Past  
Performance



**PAST PERFORMANCE / EXPERIENCE**

**Owner:** Los Alamos National Laboratory  
 PO Box 1663  
 Los Alamos, NM 87545

**Contract Number:** 231557

**Project Title & Location:**  
 SCC Computer Cooling Equipment  
 LANL TA-3

**Project Type:** Construction

**Dollar Value of the Original Contract:** \$15,996,281.00

**Dollar Value at Completion of Contract:** \$16,989,351.00

**Start Date:** September 2013

**Completion Date:** May 2016

**Role of Firm (e.g., Prime, Sub)**

Cross Connection, Inc. – PRIME – 72% - Mechanical, Structural, Civil, Architectural  
 Pueblo Electric – 18% - Electrical Subcontractor  
 Mesa Steel – 3% - Structural Steel Fabrication  
 Merit Insulation – 2% - Insulation  
 Test MarCx – 1% - Commissioning

**Description of Project:**

The scope of this project include the complete installation of 5 new cooling towers and associated equipment (heat exchangers, pumps, switchboards, transformers, panelboards, VFD's, air separators, expansion tanks, chemical treatment system, sump pumps, duct banks, and manholes) to facilitate the cooling needs of a next generation \$375 million supercomputer. This also included a complete concrete package and complete structural package to support all new equipment and 36" carbon steel piping. The mechanical systems used in this project were very unique and specialized in order to cool off the supercomputer and took a large amount of expertise. The entire system had to be commissioned afterwards to ensure proper function of all systems which were integrated which was very important, because if one of the systems were to fail it would damage the very high priced super computer. This was another renovation project that had to be performed within an existing facilities, and where self-performed a majority of the work to ensure quality throughout.

**Point of Contact:**

**Name:** Phil Sena -- Project Manager / Engineer & STR  
**Address:** LANL – PO Box 1663, Los Alamos, NM 87545  
**Phone No.:** (505) 665-5243  
**Email:** [phil\\_s@lanl.gov](mailto:phil_s@lanl.gov)

**Awards Or Recognition:** Please see attached reference letter

Phillip A. Sena  
High Performance Computing Division  
Mailstop B260  
PO Box 1663  
Los Alamos, New Mexico 87544  
July 9, 2014

Subject: Recommendation for Cross Connection, Inc.

To whom it may concern,

The High Performance Computing (HPC) Division at the Los Alamos National Laboratory (LANL) manages some of the most demanding project at the Laboratory. Mechanical and electrical infrastructure upgrades are performed on a regular basis in order to prepare HPC facilities for state of the art supercomputers for the LANL Weapons Program. The projects are demanding from a schedule standpoint with all work conducted while the facilities' critical weapons computing remains in full operation for the entire construction duration of each project. HPC Division has two major supercomputing facilities that are critical to the Laboratory.

For the past several years Cross Connection, Inc. has been a primary part of the project team for seven previous projects ranging from \$100,000 to \$7,000,000. They have worked both as a major mechanical sub-tier and a general contractor. The quality of their work is well recognized at LANL as they continue to be nominated and recognized as an exemplary small northern New Mexico business. The HPC facilities team has recognized Cross Connection, Inc. as a construction contractor of choice based on our previous experience with them in our facilities. We can rely on them to produce high quality work, on schedule and on or under budget.

From a safety standpoint we have had the pleasure to experience Cross Connection's excellent safety record with over 250,000 manhours of accident free work. Currently, Cross Connection is the general contractor, working on a 12 month, \$14 million facility upgrade at HPC's lead supercomputing facility, the Nicholas Metropolis Center for Simulation and Modeling. At 77% complete they have safely completed approximately 40,000 manhours of accident free work with only one minor first aid case. We consider this to be an excellent safety record.

Regarding the current \$14 million effort, the SCC Computer Cooling Equipment Project, Cross Connection is installing major large bore cooling tower and process water piping, major mechanical pumps and heat exchangers and all applicable mechanical accessories. In addition, they are managing the installation of several large 13.2 KV substations, switchboards and all associated conductors and accessories. This project is a unique first of its kind at LANL in support of the Lab's first liquid cooled supercomputer. The schedule is tight, work has to be performed

while maintaining an operating facility and quality requirements are strict and demanding.

In summary, I would like to respectfully offer my recommendation of Cross Connection, Inc. as the contractor for your project. You will be very pleased to have them as a member of your project team and they will perform well for you. Please contact me if you have any questions about their construction performance, safety practices or quality of their work. Thank you for the opportunity to provide my recommendation.

Respectfully,

A handwritten signature in black ink, appearing to read "Phil Sena", written over a horizontal line.

Phil Sena  
HPC Construction Project Manager  
(505) 699-1538  
phil\_s@lanl.gov



**PAST PERFORMANCE / EXPERIENCE**

**Owner:** Luna Community College

366 Luna Drive  
Las Vegas, NM 87701

**Contract Number:** 1560001400

**Project Title & Location:** LCC Building Trades and Automotive Technologies  
Improvement & Renovations

**Project Type:** Construction

**Dollar Value of the Original Contract:** \$ 3,233,204.91

**Dollar Value at Completion of Contract:** \$ 3,233,204.91

**Start Date:** June 2015

**Completion Date:** February 2016

**Role of Firm (e.g., Prime, Sub)**

Cross Connection, Inc. (PRIME) Mechanical Contractor- 60%  
Electric Horsemen-Electrical Sub-20%  
Gallery Painting- Painting Sub-5%  
Progressive Roofing-Roofing Sub-15%

**Description of Project:**

This was actually two projects awarded back to back at the Luna Community College in Las Vegas, NM in which we worked with the same exact project team on both. This was a complete renovation of a building trades building, and an automotive technologies building. Both buildings included completely renovated bathrooms, new roofing systems, and completely new mechanical and electrical systems. We refinished the entire buildings including drywall, flooring, ceiling grid, and specialty painted epoxy flooring system. HVAC included the installation of new VRV systems, air handlers, and Make up air units, as well as running new compressed air systems throughout the building. This relates to the Abe Montoya Recreation Center Project, in that it was complete renovation work in which we were able to create a great team of subcontractors which we wish to utilize again on this project. Electric Horseman is to be our electrical contractor, Progressive Roofing will once again be working on our roofing package and Gallery Painting is our subcontractor who specializes in specialty coating systems and will cover all of the sandblasting, painting, and water sealing on this project.

**Point of Contact:**

**Name:** John Montoya- Project Manager-Wilson Co

**Address:** LCC-366 Luna Drive Las Vegas, NM 87701

**Phone No.:** 505-681-8142

**Email:** John.montoya@wilsonco.com

**Awards Or Recognition:** Please see attached reference letter



Lorraine Martinez, Director  
366 Luna Dr. Las Vegas, NM 87701

Phone: (505) 454-5375 Fax: (505) 454-2588

**Title V Program**

*"Creating a Pathway to Success in High Demand Programs"*

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September 9, 2015

To Whom It May Concern:

This letter is in reference to our working partnership with Cross Connection, Inc. contractors who for the past two months have successfully completed the renovation of the Building Technologies project specifically, the Title V Electrical Lab project for Year 3 Initiative. The timeframe, professionalism, response time, work ethics, communication, and weekly meetings were truly a demonstration of an effective and efficiently run operation. As a result of Cross Connection, Inc. contractors successfully completing this project, Luna Community College, Vocational Education (Trades Department) will now be eligible for NATEF, a national accreditation.

In adherence to the educational component of the grant requirements, the Career Technical Education program can now provide an opportunity for students to competitively earn a certificate along with national credentials. The Electrical Lab with all of its state of the art equipment and tools, will benefit the student who will, upon completion, be marketable and competitive in the workforce.

It has truly been a pleasure working with Cross Connection, Inc.!

Sincerely,

A handwritten signature in cursive script that reads 'Lorraine Martinez'.

Lorraine Martinez, Title V Project Director  
Luna Community College  
Las Vegas, NM

**PAST PERFORMANCE / EXPERIENCE**

**Owner:** Los Alamos National Laboratory  
PO Box 1663  
Los Alamos, NM 87545

**Project Title & Location:** MSL Infill Project, LANL TA-3 Bldg. 1698

**Project Type:** Construction

**Dollar Value of the Original Contract:** \$ 5,531,762.00

**Dollar Value at Completion of Contract:** \$ 6,465,420.00

**Start Date:** September 2012

**Completion Date:** April 2014

**Role of Firm (e.g., Prime, Sub)**

Cross Connection, Inc. – PRIME – 68% - Mechanical, Structural, Civil, Architectural  
Pueblo Electric – 9% - Electrical Subcontractor  
Integrated Control Systems – 10% - Controls Subcontractor  
Sisneros Brothers – 7% - Stainless Steel Exhaust Fabrication  
Mesa Steel – 5% - Structural Steel Fabrication

**Description of Project:**

The scope of this project include the installation of a complete HVAC System including a stainless steel exhaust system up to 64" round used for exhausting volatile chemicals from newly installed fume hoods. This included installation of concrete, structure, electrical, installation of a new safety stairwell, and a complete architectural finishes. All of this work was performed on the 2<sup>nd</sup> floor of an existing occupied building housing laboratory with expensive equipment as well as administrative offices which could not be shut down during construction. The second floor was only finished up to the metal decking which meant infilling the second floor completely with concrete while not affecting operations below. This relates to the Abe Montoya Rec Center as we once again attacked this project self-performing the majority of the work. With a complex mechanical system involving phoenix control valves, fume hoods, and large mechanical equipment. This was a renovation project which is of very similar monetary value. With the nature of the volatile chemicals being used in this area the mechanical system had to function in a way to not affect any of the ongoing experiments or have any impact on the chemicals being used. The air temperature, humidity levels, and test and balance of the interlocking systems was very crucial for the lab upon completion.

**Point of Contact:**

**Name:** Bryant Roybal – Project Manager  
**Address:** LANL – PO Box 1663, Los Alamos, NM 87545  
**Phone No.:** (505) 665-1547  
**Email:** [bnroybal@lanl.gov](mailto:bnroybal@lanl.gov)

**Awards Or Recognition:** SEE ATTACHMENT

July 08, 2014

To Whom It May Concern:

Please accept this letter as my highest recommendation of the construction firm Cross Connection Incorporated. I have had the opportunity to work with CCI over the past several years through a variety of new construction and modernization type projects, valuing their work in excess of \$12 million as general contractor within the Los Alamos National Laboratory.

Cross Connection Inc. has demonstrated a professional and ethical caliber during this time. The firm has recently just completed construction of a new 6,000 square foot general chemistry laboratory for the Materials Synthesis Group. This laboratory consisted of a split level architectural design, with new stand-alone supporting systems for both infrastructure and high pressure process gas systems. The firm also completed the demolition of an antiquated steam boiler and distribution system and installation of a new high efficiency boiler upgrade system through an entire occupied facility. Most notably, Cross Connection Inc. completed the removal and installation of four nuclear grade exhaust ventilation systems within a working nuclear facility.

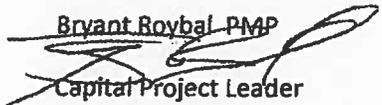
Utilizing quality sub-contractors has proved to be a definite strength of Cross Connection Inc. The ability to retain a qualified and trained workforce has aided in the success of CCI. Schedules have been maintained and all projects have been completed on time. Cross Connection Inc. has shown their ability to collaborate as team players and have been willing to be flexible with issues arising from design and as found conditions. An example of CCI's commitment to schedule was working during lab closures, and modified work schedules to accommodate the occupants of the facilities. The ability to complete a large amount of work during short amounts of time has been a great attribute of CCI.

Safety has been regarded as top priority by all within CCI. Their commitment to safety is evident from the newest employee all the way to the owner of the company. Ensuring that all employees are fitted with the appropriate personal protective equipment, retaining necessary training on new products and equipment, and adhering to all of the requirements set in place by the Laboratory.

Lastly, I want to bring special attention to Dominic Santillanes, Field Superintendent for CCI. Dominic has exemplified his abilities to lead large crews to complete difficult scopes of work within schedule commitments without any disregard for safety, security nor quality. His ability to lead and manage multi-craft teams adds to the overall success of Cross Connection Inc.

Cross Connection Inc. is truly a firm that we want to work with at Los Alamos National Laboratory.

Please feel free to contact me if you require any additional information.

  
Bryant Roybal, PMP

Capital Project Leader

(505) 665-1547



Acquisition Services Management  
Construction Subcontracts, ASM - CONSTR  
Post Office Box 1663, MS J590  
Los Alamos, New Mexico 87545  
Email: [patten@lanl.gov](mailto:patten@lanl.gov)

Date: 07-23-2014

To: Cross Connection, Inc.  
Michael Sanchez - Project Manager

Subject: Transmittal of Subcontractor Performance Assessment Report

Reference: LANS Subcontract No. 169292 – MSL Project

Dear Subcontractor:

Attached for your information is our assessment of your performance for the LANL MSL Infill Project. You may submit a response to the assessment, but are not required to do so. If you choose to respond, please submit such response within 5 business days of receipt of this letter. If you submit a response, you will not receive an acknowledgement of its receipt.

If you have any questions, please contact me at the phone number listed above.

Regards,

A handwritten signature in cursive script that reads 'Bruce Patten'.

Bruce Patten  
Subcontract Administrator

Cc: File  
STR

Enclosure: As stated

# SUBCONTRACTOR PERFORMANCE ASSESSMENT REPORT

Subcontractor's Name: Cross Connection Inc.	Subcontract / Task Order Number: 169292	Assessment Report: <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final
Scope of work / product purchased: TA-3-1698 MSL Infill Project		Assessment Term: From 10/10/13 to 5/5/14

LANS will use capable and reliable subcontractors who either have track records of successful past performance or who can demonstrate a current superior ability to perform. Consequently, subcontractor LANL past performance assessment data shall be used in determining whether a subcontractor should be considered eligible to receive future solicitations. Therefore, below average ratings, and comments if any, should be accurate and verifiable through documentation within the subcontract file.

The Subcontractor's performance during the evaluation period shall be assessed using the following numerical rating. If a question has no relevance to the scope of work or product purchased, mark "N/A" in the rating column for that question.

- 5 = *Excellent, exceeded the standard described in the subcontract with no deficiencies*
- 4 = *Good, performed slightly above the standard described in the subcontract with no significant deficiencies*
- 3 = *Average, performed to the standard described in the subcontract with no significant deficiencies*
- 2 = *Needs improvement, performed below the standard described in the subcontract, deficiencies noted*
- 1 = *Poor, performed well below the standard described in the subcontract, significant deficiencies noted.*

If any question receives a rating of 1 or 2, explain the rationale for the rating in the Comments field at the end of this form. Additional comments are optional; however, include pertinent information on Letters of Concern, Cure Notices, and Show Cause letters issued to Subcontractor in the Comments field.

Responsible Party	Areas	Questions	Rating
STR AdSTR Requester	1. Safety Requirements	How would you assess the Subcontractor's performance in this area?	4
STR AdSTR Requester	2. Security Requirements	How would you assess the Subcontractor's performance in this area?	4
STR AdSTR Requester	3. Quality Assurance Requirements	How would you assess the Subcontractor's performance in this area?	4
STR AdSTR Requester	4. Adherence to Schedule <ul style="list-style-type: none"> <li>• SC-23(x) Subcontract Schedule</li> <li>• Effective sequence/scheduling of work</li> </ul>	How would you assess the Subcontractor's performance in this area?	5
STR AdSTR Requester	5. Delivery Performance <ul style="list-style-type: none"> <li>• On-time delivery of services/products</li> <li>• Timely start-up and close-out of project tasks</li> </ul>	How would you assess the Subcontractor's performance in this area?	5
STR AdSTR Requester	6. Technical Related <ul style="list-style-type: none"> <li>• Delivery of correct items, undamaged</li> <li>• Repair of damaged items</li> <li>• Warranty work in general</li> </ul>	How would you assess the Subcontractor's performance in this area?	4

## SUBCONTRACTOR PERFORMANCE ASSESSMENT REPORT

Responsible Party	Areas	Questions	Rating
STR AdSTR Requester	<b>7. Cost Management</b> <ul style="list-style-type: none"> <li>• Effective adherence to subcontract price (e.g., firm fixed price) or cost targets and estimates (e.g., T&amp;M)</li> <li>• Change Orders – reasonably priced, reasonable time estimated, and complete change proposals (if applicable)</li> </ul>	How would you assess the Subcontractor's performance in this area?	4
STR AdSTR Requester	<b>8. Subcontractor Management / Project Control</b> <ul style="list-style-type: none"> <li>• Effective subcontract oversight, coordination and management</li> <li>• Compliance with subcontract requirements</li> </ul>	How would you assess the Subcontractor's performance in this area?	4
Subcontract Administrator (SA) (aka Procurement Specialist)	<b>9. Business Related</b> <ul style="list-style-type: none"> <li>• Submission of Deliverables / Submittals</li> <li>• Compliance with Invoicing Terms (invoices current, accurate and complete)</li> <li>• Quality of Staff (competence, professionalism, attitude)</li> <li>• Customer service/support</li> <li>• Responsiveness to requests, issues or problems</li> </ul>	How would you assess the Subcontractor's performance in this area?	4

COMMENTS, if any:

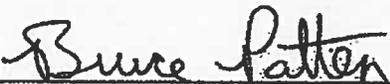
None

**Steven A Marin**  
Digitally signed by Steven A Marin  
 DN: cn=STE, o=U.S. Government, ou=Department of Energy, ou=Los Alamos National Laboratory, ou=People, cn=STE, email=STE@LANL.gov, c=US  
 Date: 2014.07.10 06:38:50 -0500

\_\_\_\_\_  
 STR / AdSTR / Requester's Signature

7/10/14  
 Date

112897  
 Z Number

  
 SA's (Procurement Specialist's) Signature

7-23-14  
 Date

249863  
 Z Number

Revised Report (Check box if previously submitted report is hereby revised.)

STR/AdSTR/Requester to return signed report to the Subcontract Administrator.

**PAST PERFORMANCE / EXPERIENCE**

**Owner:** Los Alamos National Laboratory  
PO Box 1663  
Los Alamos, NM 87545

**Contract Number:** 149338

**Project Title & Location:**  
HVAC Upgrades Project  
LANL TA-46 Bldg. 154

**Project Type:** Construction

**Dollar Value of the Original Contract:** \$ 1,798,884.00

**Dollar Value at Completion of Contract:** \$ 2,113,219.00

**Start Date:** April 2012

**Completion Date:** May 2013

**Role of Firm (e.g., Prime, Sub)**

Cross Connection, Inc. – PRIME – 69% - Mechanical, Structural, Civil, Architectural  
Pueblo Electric – 7% - Electrical Subcontractor  
Integrated Control Systems – 7% - Controls Subcontractor  
Merit Insulation – 10% - Insulation  
Alliance Fire Protection – 4% - Fire Suppression System  
All American Scaffolding – 3% - Scaffolding

**Description of Project:**

The scope of work associated with this project included a complete HVAC system upgrades inside of a laboratory housing all multi-million dollar laser equipment with ongoing experiments that had to be coordinated around construction. The HVAC system had to be installed in such a way that each zone of the building could maintain constant temperature +/- 1 degree at all times. All equipment had to remain in the rooms during construction and could not be bumped or it would throw off the necessary calibrations required for experiments. We constructed scaffolds throughout the building to work directly above this equipment and customers. This also included a new structural steel package as well as a concrete package. This relates to the Abe Montoya Recreation Center as the temperature and humidity controls in this building had to be operating with a very tight constraints, or could potentially ruin multi million dollar experiments.

**Point of Contact:**

**Name:** Robert Eubank – Contract Administrator  
**Address:** LANL – PO Box 1663, Los Alamos, NM 87545  
**Phone No.:** (505) 665-5476  
**Email:** [reubank@lanl.gov](mailto:reubank@lanl.gov)

**Awards Or Recognition:** See attached evaluation

# SUBCONTRACTOR PERFORMANCE ASSESSMENT REPORT

Subcontractor's Name: Cross Connection Inc	Subcontract / Task Order Number: 149338	Assessment Report: <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final
Scope of work / product purchased: TA-46 154 HVAC Upgrades		Assessment Term: 4/23/12 - 7/31/13

LANS will use capable and reliable subcontractors who either have track records of successful past performance or who can demonstrate a current superior ability to perform. Consequently, subcontractor LANL past performance assessment data shall be used in determining whether a subcontractor should be considered eligible to receive future solicitations. Therefore, below average ratings, and comments if any, should be accurate and verifiable through documentation within the subcontract file.

The Subcontractor's performance during the evaluation period shall be assessed using the following numerical rating. If a question has no relevance to the scope of work or product purchased, mark "N/A" in the rating column for that question.

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- 2 = **Needs improvement, performed below the standard described in the subcontract, deficiencies noted**
- 1 = **Poor, performed well below the standard described in the subcontract, significant deficiencies noted.**

If any question receives a rating of 1 or 2, explain the rationale for the rating in the Comments field at the end of this form. Additional comments are optional; however, include pertinent information on Letters of Concern, Cure Notices, and Show Cause letters issued to Subcontractor in the Comments field.

Responsible Party	Areas	Questions	Rating
STR AdSTR Requester	1. Safety Requirements	How would you assess the Subcontractor's performance in this area?	5
STR AdSTR Requester	2. Security Requirements	How would you assess the Subcontractor's performance in this area?	5
STR AdSTR Requester	3. Quality Assurance Requirements	How would you assess the Subcontractor's performance in this area?	3
STR AdSTR Requester	4. Adherence to Schedule <ul style="list-style-type: none"> <li>• SC-23(x) Subcontract Schedule</li> <li>• Effective sequence/scheduling of work</li> </ul>	How would you assess the Subcontractor's performance in this area?	4
STR AdSTR Requester	5. Delivery Performance <ul style="list-style-type: none"> <li>• On-time delivery of services/products</li> <li>• Timely start-up and close-out of project tasks</li> </ul>	How would you assess the Subcontractor's performance in this area?	4
STR AdSTR Requester	6. Technical Related <ul style="list-style-type: none"> <li>• Delivery of correct items, undamaged</li> <li>• Repair of damaged items</li> <li>• Warranty work in general</li> </ul>	How would you assess the Subcontractor's performance in this area?	4

# SUBCONTRACTOR PERFORMANCE ASSESSMENT REPORT

Responsible Party	Areas	Questions	Rating
STR AdSTR Requester	<b>7. Cost Management</b> <ul style="list-style-type: none"> <li>• Effective adherence to subcontract price (e.g., firm fixed price) or cost targets and estimates (e.g., T&amp;M)</li> <li>• Change Orders – reasonably priced, reasonable time estimated, and complete change proposals (if applicable)</li> </ul>	How would you assess the Subcontractor's performance in this area?	4
STR AdSTR Requester	<b>8. Subcontractor Management / Project Control</b> <ul style="list-style-type: none"> <li>• Effective subcontract oversight, coordination and management</li> <li>• Compliance with subcontract requirements</li> </ul>	How would you assess the Subcontractor's performance in this area?	4
Subcontract Administrator (SA) (aka Procurement Specialist)	<b>9. Business Related</b> <ul style="list-style-type: none"> <li>• Submission of Deliverables / Submittals</li> <li>• Compliance with Invoicing Terms (invoices current, accurate and complete)</li> <li>• Quality of Staff (competence, professionalism, attitude)</li> <li>• Customer service/support</li> <li>• Responsiveness to requests, issues or problems</li> </ul>	How would you assess the Subcontractor's performance in this area?	5

**COMMENTS, if any:**

Rating by Paul Stevenson and Patrick Valerio *PS. PV*

*Patrick Valerio*  
STR / AdSTR / Requester's Signature

9/11/13  
Date

086297  
Z Number

\_\_\_\_\_  
SA's (Procurement Specialist's) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Z Number

Revised Report (Check box if previously submitted report is hereby revised.)

STR/AdSTR/Requester to return signed report to the Subcontract Administrator.



**PAST PERFORMANCE / EXPERIENCE**

**Owner:** Los Alamos National Laboratory  
PO Box 1663  
Los Alamos, NM 87545

**Contract Number:** 239169

**Project Title & Location:** TA-03-32,34-1819 Helium Recovery Project  
Los Alamos National Laboratories

**Project Type:** Construction

**Dollar Value of the Original Contract:** \$726,335

**Dollar Value at Completion of Contract:** \$1,023,888

**Start Date:** August of 2013

**Completion Date:** July of 2014

**Role of Firm (e.g., Prime, Sub)**

CCI General Contractor-Mechanical Contractor-85% of work  
Pueblo Electric-10% of work

**Description of Project:**

Install a system throughout three buildings for a total of 27 laboratories to capture the helium being used during experiments and sent into the atmosphere into a piping system for re-use. The Helium was to be taken from the gaseous state and returned to a purified liquid state for re-use throughout the laboratories in effect saving this facilities millions of dollars per year on helium. The 27 laboratories that we had to install these piping systems into all remained in service throughout the duration of the project. This project included the installation of the following types of systems chilled water, natural gas, helium gas high pressure, helium gas low pressure, liquid helium, liquid nitrogen, compressed air, and a new heating and cooling unit with associated ductwork. The equipment installed consisted of the following: Chiller, Sauer Compressor, RS Compressor, liquefier, purifier, adsorber, 2 large Dewars, air dryer, as well as oxygen atmospheric monitors. This relates to the Abe Montoya Project as a highly complex mechanical system which had to be installed. As a General and Mechanical Contractor on the project we were able to focus on the installation of the complex mechanical systems and specialty gaseous equipment in order to make this system work. We worked hand in hand with the vendors, scientists, and project team to ensure the customer got the exact system they had originally intended.

**Point of Contact:**

**Name:** Bruce Palmer-Project Manager

**Address:** LANL - PO Box 1663, Los Alamos, NM 87545

**Phone No.:** 505-665-5663

**Email:** bpalmer@lanl.gov

**Awards Or Recognition:**

Company  
Resume

# Company Contact Information

Company: Cross Connection, Inc. Phone #: (505) 747-4868

Mailing Address: P.O. Box 950 Fax #: (505) 747-4869

Santa Cruz, NM 87567

Title	Contact	Phone #	Email
Owner	Ross Sanchez	Cell No. (505) 507-9421 Office No. (505) 747-4868 Ext. 303	<a href="mailto:ccross@valornet.com">ccross@valornet.com</a>
Project Manager	Michael Sanchez	Cell No. (505) 507-2358 Office No. (505) 747-4868 Ext. 304	<a href="mailto:ccimichael@windstream.net">ccimichael@windstream.net</a>
Project Manager	Richard Montano	Cell No. (505) 620-7033 Office No. (505) 747-4868 Ext. 302	<a href="mailto:ccirick@valornet.com">ccirick@valornet.com</a>
Field Superintendent	Mark Sanchez	Cell No. (505) 507-2341	<a href="mailto:ccimark@windstream.net">ccimark@windstream.net</a>
Accounting/Human Resource	Marlene Sanchez	Office No. (505) 747-4868 Ext. 306	<a href="mailto:ccimarlene@windstream.net">ccimarlene@windstream.net</a>

Project: Abe Montoya Recreation Center Reno  
Project No.: P0012067W



## CORPORATE RESUME

### Owner:

A Ross Sanchez – President

- Small Business Owned
- Minority-owned Business
- Surety – 14 million-Single  
21 million-Aggregate

### Current Licenses Held:

#### State of New Mexico

- Licensed General Contractor GB98
- Licensed Mechanical Contractor MM98
- Licensed Utility Contractor GF09
- Licensed Liquid Propane Contractor LP-04
- OSHA 500, OSHA 30, OSHA 10 Outreach Trainer, OSHA 502
- Journeyman Pipefitter

CCI is a licensed General/Mechanical Contractor with over 38 years of experience in the installation of heating, ventilating, air conditioning, piping, refrigeration and plumbing systems. We have a highly trained, highly skilled Mechanical Contractor Team (25-30 employees). Our corporate management, field leadership, operations staff and skilled mechanical trades people all work with a focus on meeting your needs with the highest quality possible. From Plumbing, HVAC, and Fabrication work our pipefitters, plumbers, welders, sheet-metal workers and others deliver the services you require.

#### **Mission Statement:**

CCI will deliver to our customers a high quality, cost effective project on schedule by employing and supporting a motivated flexible and focused team that will maintain the highest level of professionalism and integrity at all times.

## **SAFETY**

A safe working environment is the most important goal for every company, and CCI is no exception. We place the safety and well-being of our employees as our utmost responsibility. CCI is committed to providing a safe work environment for our employees, subcontractors and customer's employees. Training is provided to all levels of management and employees creating a high level of safety awareness and knowledge.

- OSHA 10 hour course
- OSHA 30 Hour course
- First Aid and CPR
- Confined Spaces
- Lock Out - Tag Out
- Fall Protection
- other specific training (as the job requires)

## **SERVICES**

Our highly skilled team provides a full complement of Mechanical HVAC expertise for all types of commercial systems in office buildings, schools, medical complexes, high-tech computer areas and other highly specialized facilities.

- Complete H.V.A.C. Systems
- Water & Air Cooled Liquid Chillers
- Chilled Water, Hot Water and Steam Applications
- Cooling Towers
- Ventilation Systems
- Cast Iron Hot Water & Steam Boilers
- Custom Sheet Metal Fabrication & Specialty Ductwork
- Water Source Heat Pumps
- Exhaust Fans & Louvers
- Self Contained Heating/Cooling/Gas Combination Thru-the-Wall Units
- Wall Mounted Units
- Computer Room Systems
- Make-up Air Systems
- Humidification and Dehumidification Systems
- Medical Gas Installation
- Backflow Prevention
- Gas Piping Installation and Conversions
- Outside Utilities
- Welding
- Rigging
- Sewer/Waste Systems
- Domestic Water Systems
- HVAC Detailing
- Piping Detailing
- Excavation
- Framing
- Steel Erection

## Resumes of Individuals Responsible for Cross Connection, Inc. Projects

**Name:** Ross Sanchez

**Title:** President  
38 Years' Experience

**Duties:**

- CEO
- FSO
- Security Officer
- Project Management
- Estimating
- Field Superintendent
- Full Signature Authority
- Direct Contact with the Projects Management Staff
- Change Orders Requests
- Overall Project Quality Control
- Overall Project Quality Assurance
- Project Closeouts

**Licenses, Degrees, Certifications or other comments :**

- OSHA 500, OSHA 30, OSHA 10 Outreach Trainer, OSHA 502
- GB98
- MM98
- GF-09
- LP-04
- "L" Cleared
- Journeyman Pipefitter
- LOTO
- Confined Space
- RAD II
- CPR\First Aid
- CHST (in process)

**Projects: ALL CROSS CONNECTION PROJECTS**

- See Attachment – Project List

**Name:** Richard Montano

**Title:** Project Manager  
40 Years' Experience Construction Industry (all union)

***Duties:***

- Project Management
- Estimating
- Field Superintendent
- Signature Authority Estimating & Field Change Orders
- Change Order Requests
- Handling the Submittal Process
- Project Closeouts
- Direct Contact with the Projects Management Staff

***Licenses, Degrees, Certifications or other comments :***

- Journeyman Gas Fitter
- Journeyman Plumber
- Certified Medical Gas ASME IX Brazer
- ASSE 6010 Installer
- "L" Cleared
- LOTO
- Confined Space
- CPR\First Aid
- RAD I
- OSHA 30

***Projects:***

- See Attachment – Project List

**Name:** Michael Sanchez

**Title:** Project Coordinator / Project Manager  
7 years experience in Construction Industry

**Duties:**

- Estimator
- Scheduling and Coordination
- Running project meetings and direct contact with customer and customer reps
- IWD Development
- Submittals and RFI's
- Quality Assurance
- Commissioning plan development
- Safety Plan Development
- Purchasing

**Licenses, Degrees, Certifications or other comments :**

- Bachelors of Business Administration Marketing from New Mexico State University with a minor in project management
- Bachelor of Science in Hotel Restaurant Tourism Management with a minor in Marketing
- OSHA 30
- LOTO
- CPR
- First Aid
- "L" Cleared

**Projects:** All Projects listed refer only to LANL experience

- LCC Community College-Building Trades Improvements/Reno  
Contact:
  - Ron Gonzalez – Facility Director (505) 429-0412
  - John Montoya – Project Manager (505) 681-8142
- LDCC PIIC Project-Project Manager  
Contact:
  - Phil Sena STR/PM/PE- (505)-665-5243
  - Al Guerra Quality Assurance-(505)-664-0642
  - Bruce Patten Contract Administrator- (505)-665-7727
- TA-03-1819 Ventilation and Controls Project- Project Manager  
Contact:
  - Bruce Palmer-PM-(505)-665-5663
  - Patrick Valerio-STR-(505)-665-5716
  - Robert Eubank-Contract Administrator-(505)-665-5476
- TA-03-2011 CRAC Replacement Project-Project Manager  
Contact:
  - Vincent Sing-PM-(505)-665-5716
  - Robert Feuschel-STR-(505)-665-5864
  - Robert Eubank-Contract Administrator-(505)-665-5476

- TA-16-415-HVAC Design Build Project-Project Manager  
Contact:  
Mary Durren-PM-(505)-665-5741  
Patrick Valerio-STR-(505)-665-5716  
Julie Maze-Contract Administrator-(505)-667-4880
- SCC Computer Cooling Equipment Project- Project Manager  
Contact:  
-Phil Sena STR/PM/PE- (505)-665-5243  
- Al Guerra Quality Assurance-(505)-664-0642  
-Bruce Patten Contract Administrator- (505)-665-7727
- MSL Infill Project- Project Coordinator  
Contact:  
-Bryant Roybal PM (505)-665-1547  
-Steve Marin STR (505)-412-8568  
-Bruce Patten Contract Administrator (505)-665-7727
- TA-03 32,34,1819 Helium Recovery Project- Project Manager  
Contact:  
-Bruce Palmer PM (505)-665-5663  
-Patrick Valerio STR (505)-665-5716  
- Robert Eubank Contract Administrator (505) 665 5476
- TA-66 HVAC Upgrades Project- Project Manager  
Contact:  
-Bruce Palmer PM (505)-665-5663  
-Patrick Valerio STR (505)-665-5716  
-Karin Antal- Contract Administrator (505)606-2317
- TA-03-510 HVAC Upgrades Project-Project Manager  
-Vincent Sing PM (505)-665-5617  
-Orlando Granado STR (505)-667-4938  
-Bruce Patten Contract Administrator (505)-665-7727
- TA-03 Manhole Project-Project Manager  
Contact:  
Phil Sena STR/PM: (505)-665-5243  
-Bruce Patten Contract Administrator (505)-665-7727
- TA 46 bldg 154 HVAC Upgrades- Project Coordinator  
Contact:  
- Robert Eubank Contract Administrator (505) 665 5476  
- Patrick Valerio STR (505)665-7516  
- Paul Stevenson Project Manager (505) 6060004
- TA-48-RC-1 Boiler Replacement Project- Project Coordinator  
Contact:  
- Karin Antal – Contract Administrator (505) 606-2317  
- Bryant Roybal- Project Manager (505) 6651547  
- Roy Maestas- STR (505) 500-5432

**Name:** Mark Sanchez

**Title:** Field Mechanical/Piping Superintendent  
14 Years' Experience in Construction Industry

**Duties:**

- Field Supervisor and Welder
- Signature Authority Estimating & Field Change Orders

**Licenses, Degrees, Certifications or other comments :**

- Journeyman Pipefitter
- Journeyman Plumber
- Journeyman Gas Fitter
- Certified Welder ASME Section IX, API 1104
- "L" Cleared
- Certified Confined Space
- LOTO
- RAD II
- CPR/First Aid
- OSHA 30
- MM-98
- GB-98
- CHST

**Projects:**

**Project Superintendent**

- LCC Community College – Building Trades/Automotive Improvements/Reno - \$3,233,204.91  
Contact:
  - Ron Gonzalez – Facility Director (505) 429-0412
  - John Montoya – Project Manager (505) 681-8142
- SCC Computer Cooling Equipment -231557–LANL TA-3- \$16,995,933.00  
Contact:
  - Bruce Patten – Contract Administrator (505) 665-7727
  - Phil Sena – PM (505) 665-5243
- LDCC PIIC Project – 311338  
Contact:
  - Bruce Patten – Contract Administrator (505) 665-7727
  - Phil Sena – PM (505) 665-5243
- HVAC Design Build – 279076  
Contact:
  - Bruce Patten – Contract Administrator (505) 665-7727
  - Julie Maze – Contract Administrator (505) 667-4880
  - Patrick Valerio – STR (505) 665-5716
- CRAC Replacement - 278325– LANL TA-3-2011  
Contact:
  - Robert Eubank – Contract Administrator (505) 665-5476
  - Robert Fuechsel – STR (505) 665-4864

# CCI PROJECT LIST

## LANL

- LDCC PIIC Project
- TA-3-1819 Ventilation & Controls
- TA-3-2011 CRAC Project
- TA-16-415 HVAC Design Build
- TA-3 SCC Computer Cooling Equipment
- TA-3 Helium Recovery
- TA-66-001 HVAC Upgrades
- TA-3-510 HVAC Upgrades
- TA-3 MSL Infill Project
- TA48-001 Perchloric Hood Install
- TA48 RC-1 Boiler Replacement
- TA46-154 HVAC Upgrades
- TA53-3 Sector A HVAC Refurbishment
- LDCC Petaflop
- TA-3 1498 LDCC Chiller 1
- NISC Clean Room
- TA-03-29 CMR Exhaust Fan Replacement
- TA-53-30 HVAC Electrical Upgrades
- TA-03-2327 SCC Infrastructure Upgrades
- LDCC Bldg. 1498 Chiller Replacement
- TA-03 SCC 2.4 Mega Watt
- TA-16 Bldg 410 HVAC Replacement
- TA-48-1 Ductwash Pollution
- TA-3 Cint Building
- TA-60-1 Install AC Unit
- TA-46 Division Clean Room
- TA-16 Building 411
- TA-48 RC45 Chiller Replacement
- TA35-86-100 Clean Room
- TA-53-24 HVAC Replacement
- TA-22-90 Carpet Replacement
- TA-16 Wet F Systems Refurbishment
- TA-16 S-Site Cafeteria
- TA-3-216 HVAC Installation
- TA-53 HVAC Replacement
- TA-6 Generator Pads
- TA-3 SM-141 Beryllium
- TA-3 LDCC CCF Cross Connect
- TA-60 Sigma Mesa
- TA-03-141 Locker Room
- TA-3 Bldg 78
- TA-53 La Mesita Sewer Repair
- TA-40 HVAC Replacement
- TA-55 Fire Loop Replacement
- TA-22 Heating Loop Replacement
- TA-52 Chiller Replacement
- TA-48 Mass Spectrometer

## SNL T&M:

- PO#548650 2006 - Current
- PO#548648 2006 - Current
- PO#548645 2006 - 2010
- TW1070C 1999-2006
- TW1070B 1998-2006

## SNL Projects:

- Bldg. 840 Roof Replacement
- Bldg. 890 Ventilation
- Bldg. 963 R-120 HVAC Modifications
- Bldg. 960 Replace Boilers
- Bldg. 897 PCW Modifications
- PO #138252 Bldg. 865 Rm-11 Remodel
- PO#1287906 Bldg. 963 Evap Coolers
- PO#1276453 Bldg. 849 Chiller Install
- PO#1204018 Bldg. 836 Chill Water Plant
- PO#1204449 Bldg. 890 Replace Dampers
- PO#1191285 Bldg. 827 Heat Exchanger
- PO#1185334 Bldg. 821 Chill Water
- PO#1142351 Bldg. 701 Coils
- PO#1132253 Bldg. 692 Boilers
- PO#1127898 Bldg. 6585 Cooling Tower
- PO#1128083 Bldg. 962 Air Compressors
- PO#1122152 Bldg. 701 Fume Hood
- PO#1120269 Bldg. 859 Cooling Tower Install
- PO#1095052 Bldg. 810 Replace Controls
- PO#1093096 Bldg. 6582 Gas Unit Install
- PO#1092590 Bldg. 6850 Mech Restore
- PO#1092387 Bldg. 821 Fans Replacement
- PO#1092779 Bldg. 962 Chiller Replacement
- PO#1086595 Bldg. 880 Cooling Tower Install
- PO#1046740 Bldg. 894 Chiller #2 Install
- PO#1045018 Bldg. 894 Fume Hood Replacement
- PO#979873 Bldg. 860
- PO#964591 Bldg. 890
- PO#925462 Bldg 905 Hot Water Heater Install
- PO#921179 Bldg. 956 Chiller Replacement
- PO#890282 Bldg. 803
- PO#890277 Bldg. 860
- PO#878441 G&H Gas Line
- PO#872881 Bldg. 860 Chiller Install
- PO#837441 Bldg. 894 Chiller Replacement
- PO#823624 Bldg. 808 Humidifier
- PO#788259 Bldg. 862
- PO#788257 Bldg. 868
- PO#753634 Bldg. 880
- PO#704882 Bldg. 855
- PO#677485 Bldg. 9990
- PO# 657184 Bldg. 855
- PO#657180 Bldg. 820
- PO#657167 Bldg. 877
- PO#633372 Bldg. SF6 Bulk Storage
- PO#601828 Bldg. 9926 HVAC/Electrical Upgrades
- PO#614312 Bldg. 802 Fire Code Upgrade
- PO#614312 Bldg. 802 Fire Code Upgrade
- PO#506251 Replace Condensing Unit
- MO-303 Utility Install
- MO-317 Badging Office
- PO#153063 Bldg. 888

**School Projects:**

- Luna Community College Building Trades Improvements/ Reno
- NNMC El Rito Campus Heating System Repl.
- Ojo Encino Day School - Mechanical, Plumbing, Heating
- Pueblo Pintado - Mechanical, Plumbing, Geo Thermo Heating System
- Escalante Mid/High School - Mechanical, Plumbing, Heating
- PVIS - Mechanical, Plumbing, Geo Thermo Heating System
- Luna Community College Automotive Tech Reno/Improvements
- San Juan Elementary - Mechanical, Plumbing, Heating
- Questa Independent Schools - Mechanical, Plumbing, Heating
- James Rodriguez Elm. - Mechanical, Plumbing, Heating
- Penasco High School - Mechanical, Plumbing, Heating
- NNMCC Site Prep Automotive

**OTHER:**

- Jemez Water Conversion - Jemez Electric Coop
- Milagro at Los Luceros - Mechanical, Plumbing, Heating
- Espanola City Hall - HVAC Install
- Los Alamos Medical Center - Medical Gas, Plumbing, Heating
- Santa Fe Municipal Court - Mechanical, Plumbing, Heating
- Abiquiu Fire Station - Mechanical, Plumbing, Heating
- Big Rock Casino - Fire Line Install
- Family Dollar Store - Mechanical, Plumbing, Heating
- Ohkay Owingeh Senior Center - Mech, Plumbing, Heating
- Ohkay Casino - Split System Install
- Cordova Properties - HVAC Install
- Tierra Amarilla Jail - HVAC Install
- Alcalde Community Center - HVAC Install
- Rio Arriba County Courthouse - HVAC Install
- Big Rock Casino - HVAC Install
- FAA

Subcontractors

**SUBCONTRACTORS FAIR PRACTICES ACT  
REQUIRED LISTING**

CITY OF LAS VEGAS

Bidders' listing of subcontractors for compliance with Subcontractors Fair Practices Act (NMSA 1978 §13-4-31, et. seq.). This sheet must be filled in.

**PROJECT: ABE MONTOYA RECREATION CENTER RENOVATION**

Bidder must list subcontractors where estimated work exceeds \$13,000.00. List only one subcontractor per category of work. This listing must be filled out with either a subcontractor's name or the words "no subcontractor to be used," "no bid was received," or "only one bid was received" corresponding to each category. Failure to fill in this sheet may result in a non-responsive bid which may be rejected. See Special Conditions No. 18.

SUBCONTRACTOR'S NAME	LOCATION	CATEGORY
<u>Self Perform</u>	<u>Espanola</u>	<u>Mechanical</u>
<u>Self Perform</u>	<u>Espanola</u>	<u>Plumbing</u>
<u>Self Perform</u>	<u>Espanola</u>	<u>Demolition</u>
<u>Self Perform</u>	<u>Espanola</u>	<u>Framing/Drywall</u>
<u>Self Perform</u>	<u>Espanola</u>	<u>Structural Installation</u>
<u>Electric Horseman</u>	<u>Las Vegas</u>	<u>Electrical Special Systems</u>
<u>Gallery Painting</u>	<u>Albuquerque</u>	<u>Specialty Coating/Painting</u>
<u>Progressive Roofing</u>	<u>Albuquerque</u>	<u>Roofing</u>
<u>Dominguez Flooring</u>	<u>Santa Fe</u>	<u>Flooring</u>
<u>Eagle Rock Contracting</u>	<u>Albuquerque</u>	
<u>Acoustical Ceilings</u>		

Gallery Painting



June 24, 2016

**Abe Montoya Recreation Center  
Criterion #2- Subcontractors Relevant Experience**

**Neighborhood at Rio Rancho Pool**

**Rio Rancho, NM**

**Contractor: Bradbury Stamm**

**Contact: Dennis Towne 505-765-1200**

**[dtowne@bradburystamm.com](mailto:dtowne@bradburystamm.com)**

**Type of Construction: Renovation**

**SOW:**

- Sandblasting
- Epoxy Coatings

**Cost: \$15,000**

---

**UNM Water Fountain Statue**

**Albuquerque, NM**

**Contact: Robert Sanchez 505-259-3144**

**[robertsanchez@unm.edu](mailto:robertsanchez@unm.edu)**

**Owner: University of New Mexico**

**Type of Construction: Renovation**

**SOW:**

- Sandblasting
- Epoxy coatings

**Cost: \$16,000**

---

**Ruidoso Waste Water Treatment Plant**

**Ruidoso, NM**

**Contractor: RMCI, Inc.**

**Contact: Doug Harned 505-765-1200**

**[med@bradburystamm.com](mailto:med@bradburystamm.com)**

**Type of Construction: Renovation/New**

Criterion #2- Daily operations officer

**Brett Rizzi**

**498 Applewood Rd**

**Corrales, NM 87048**

**Phone: (505) 449-7387**

**brett@gallerypaintinginc.com**

---

**EMPLOYMENT**

*2010-Current*

**General Manager, Gallery Painting, Inc.**

Responsible for running all day to day operations of internal Project Managing and external Field projects, maintaining schedule, supervising all work crews, working closely with contractors, including PM's and superintendents, keep logs of projects, read and understand plans and specifications for each project, order materials, estimating projects, quality control, cost management.

*2004-2008*

**Owner, American Backhoe**

Underground Utilities company; responsible for all day to day activities.

*2001-2004 (Building)*

**Owner, Rizzi Properties, LLC**

*2004-Current*

Built several shopping centers/developments, acquired several commercial properties. Still in operation today; no longer building, only maintaining current properties owned.

*1987-2001*

**Owner, Frankfurt Garden & Landscaping**

Landscaping, Land Development and Underground Utilities; responsible for day to day activities.

*1985-1987*

**Vice-President, Shannon Construction**

Management duties; responsible for day to day activities of Landscaping division.

*1981-1985*

**Owner, Rizzi's Outdoor Maintenance**

Lawn Maintenance, Landscaping & Hardscapes; responsible for day to day activities.

*1979-1981*

**Concrete Foreman, Kenny Construction**

Underground concrete; pouring concrete and tie-in steel. Responsible for running crews, layouts, reading plans and specifications.

**QUALIFICATIONS**

- Knowledge and Operation of Paint and Floor Coating related equipment
- Knowledge of all Paint and Floor Coating finishes
- Knowledge in reading and interpreting Plans, Specifications and Estimating projects.

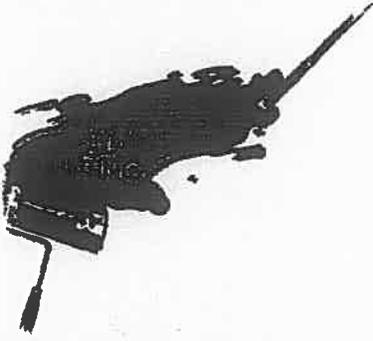


June 24, 2016

**Abe Montoya Recreation Center**  
**Criterion #3- Bidders ability to meet schedule**

**Abe Montoya Recreation Center Plan of attack;**

- 10-15 qualified men on site at all times
- 2-3 crews working simultaneously who are talented in this type of work.
- Once pool roof deck is removed, we will have four blasting pots running simultaneously.
- Once we move out of one area, we will continue on to the next while the next crew cleans, removes media and begins the coatings process.
- This will be followed through entire project.
- If needed, we will add additional men. Gallery Painting, Inc. has a crew of 45 men working that are all talented in this type of coatings application.
- Always following schedule provided by GC



## Contractor Quality Control (CQC) Plan

Project Number

Project Name

Contractor

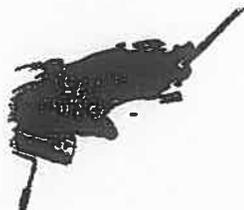
**SAMPLE**



## Table of Contents

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**SAMPLE**



## Quality Control Manager Responsibility Form

The Quality Control (QC) Manager, **BRETT RIZZI**, is responsible for overseeing the overall implementation of the Quality Control Plan and coordinates all project testing, inspections and reporting matters directly with the Project Manager. The QC Manager has the authority to intercede directly and stop unsatisfactory work and control further processing, delivery or installation of non-conforming material.

### Duties:

- Preparation, approval and implementation of the CQC Plan
  - Verification of materials as per project plans and specifications
  - Development of means and methods to store and protect materials
  - Maintain documentation of inspection status of materials
  - Maintain documentation for material and administrative approvals
  - Ensure that all materials and construction are in accordance with the requirements for the completeness, accuracy and constructability in accordance with applicable building codes
  - Carry out and participate in weekly progress and QC meetings
  - Maintain documentation of inspection work executed by subcontractors
- SAMPLE**

## Three Phases of Inspection

### Preparatory Meetings

Preparatory Meetings are performed prior to the beginning of any project. A meeting is held for each crew performing such feature or when members of the crew change. Preparatory Meetings are conducted by the Quality Control Manager and/or designee after a complete review of all applicable plans, specifications, shop drawings and related submittals. The following items are discussed at each meeting:

1. Review of applicable specifications.
2. Review of applicable plans and shop drawings.
3. Review of related submittals and a check that all related submittals, shop drawings and materials have been tested (if applicable), submitted and approved.
4. Review of the detailed sequence of the execution of the work.
5. Discuss required testing and frequency.
6. Review provisions to ensure controlled inspection and testing.
7. Examination of the work area to ensure that all required preliminary work has been completed and is in compliance with the plans and/or specifications.
8. Examination of the related material and verify that the items received are in compliance with the contract and are properly stored.
9. Review of the Site Safety Plan to ensure that all safety precautions are met and the required safety equipment has been purchased and is available.

### Initial Inspections

The following is accomplished during the initial inspection:

1. Review the minutes of the Preparatory Meeting and verify that the work complies with the design documents (ie, submittals, specifications and/or shop drawings).
2. Resolve all differences.
3. Verify adequacy of inspection.
4. Establish a level of workmanship and verify that it meets the requirements.
5. Provide documentation of the previous inspection of the work area.
6. Re-examine the work area for compliance.

### Follow-Up Inspections

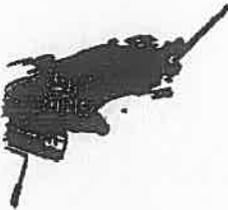
Follow-Up Inspections are performed daily to ensure that the control established during Preparatory Meeting and Initial Inspection continues to provide a product that conforms to the contractual requirements.

1. Construction daily activities are inspected by Quality Control in accordance with Quality Control Procedures.
2. Installation activities which do not comply with the requirements are documented on a Non-Conformance Report.
3. Modifications, repairs and/or replacement of materials and/or parts performed subsequent to Final Inspection require replacement of materials and/or parts installed.

Signature of acknowledgement indicate that the Three Phases of the Quality Control Inspection Program are understood and will be followed.

\_\_\_\_\_  
QC Manager

\_\_\_\_\_  
Date



## Tracking Deficiencies

### NON-CONFORMING ITEMS

1. Non-conforming items are those conditions that deviate from the requirements detailed in the specifications, plans and /or shop drawings. The Quality Control Manager is responsible for the control and documentation of non-conforming items.
2. The Quality Control Manager prevents non-conforming items from being installed.
3. Minor non-conforming items, which are corrected in the same day, are documented in the Contractor's "Weekly Report."
4. All other non-conformances are documented on a Non-Conformance Report prepared by the Quality Control Manager, sequentially numbered and dated and include the following information, as appropriate:
  - a. Description of the non-conformance including relevant details of the occurrence.
  - b. Identification of material, component or system by part number, plan, shop drawing and/or specification number and intended installation location.
  - c. Source of material or item (name of supplier, owner or subcontractor).
  - d. Current status of item in shop, warehouse, lay-down yard or structure.
  - e. Individual and organization which detected the non-conformance.
  - f. Recommendation for corrective action including sketches, test data and/or repair procedures necessary to substantiate the recommendation.
  - g. Cause of the non-conformance and steps taken to prevent reoccurrence indicating action(s) taken, positions or titles of persons contacted, letter written and/or procedural changes proposed.

### INITIAL PUNCH LIST

The QC Report reports Punch List items (deficiencies) throughout the life of the project and demonstrates that the QC Staff is correcting the deficiency(ies) in a timely manner. An Initial Punch List is developed as a result of initial inspections and then maintained throughout the life of the project. The Punch List is consistently updated and submitted to the Project Manager for corrective actions. Corrections are accomplished within the time stated.

### PRE-FINAL INSPECTION

After the completion of the Initial Punch List Inspection, the Quality Control Manager conducts a Pre-Final Inspection and develop a joint "Punch List" of noted deficiencies. The Punch List is formally documented along with the estimated date by which the deficiencies will be corrected. The Quality Control Manager conducts Follow-Up Inspections to ensure that all deficiencies have been corrected before requesting a Final Inspection.

### FINAL INSPECTION

Upon completion of the items listed in the Pre-Final Inspection "Punch List," the QC Manager performs a final inspection to confirm all work has been completed and will be acceptable by the General Contractor.

**Non-Conformance Report**

**Project Name:**

**Project Number:**

**Date:**

**Non-Conforming Condition:**

SAMPLE

**Reported By (Quality Control Representative):**

**Date:**

**Disposition:**

**Dispositioned By (Project Manager):**

**Date:**

**Re-Inspected By (Quality Control Representative):**

**Date:**

**Accepted By (Quality Control Manager):**

**Date:**

# Preparatory Meeting Checklist

Project Name:

Project Number:

Date:

Page: 1 of 3

	Name	Position	Company
<b>PERSONNEL PRESENT</b>			
<b>SUBMITTALS</b>	Review submittals and submittal register. Have all submittals been approved? YES <input type="checkbox"/> NO <input type="checkbox"/>		
	If no, what items have not been submitted?		
	Are all materials on hand? YES <input type="checkbox"/> NO <input type="checkbox"/>		
	If no, what items are missing?		
	Check approved submittals against delivered material. (This should be done as material arrives)		
<b>MATERIAL STORAGE</b>	Are materials stored properly? YES <input type="checkbox"/> NO <input type="checkbox"/>		
	If no, what action is taken?		
<b>SPECIFICATIONS</b>	Review each paragraph of specifications.		
	Discuss procedure for accomplishing the work.		

## Initial Inspection Checklist

Project Name: _____	Project Number: _____
Date: _____	Page: ___ of ___

No.	Item	Yes	No	N/A
1	Was the production foreman present?			
2	Material			
a)	Were materials inspected for compliance?			
b)	Were corrective actions taken for defective material?			
c)	Were corrective actions appropriate?			
d)	Were any deviations accepted?			
3	Installation Requirements			
a)	Did work comply with specifications of drawings?			
b)	Was workmanship satisfactory?			
c)	Were corrective actions appropriate?			
d)	Were any deviations accepted?			
4	Inspections			
a)	Was inspection done by the QC Inspector in the Prep. meeting?			
b)	Was the inspection frequency as established in the Prep. Meeting?			
c)	Were critical inspections satisfactory?			
d)	Was the inspection satisfactory?			
5	Safety			
a)	Was the safety officer present?			
b)	Were the safety requirements followed?			
c)	Were the safety requirements modified?			

Remarks (explanations required for "No" responses and if deviations were accepted):

Reported By: _____	Reviewed By: _____	Reviewed By: _____
--------------------	--------------------	--------------------

Electric Horseman

**The ELECTRIC HORSEMAN, Inc.**  
**...an electrical services co.**  
**DENNIS M. LUCERO**  
**license #84183**

**electrichorseman1@msn.com**

**NM Public Works Contractor Registration #002306020110816**

**14B Rudolph Dr.  
Las Vegas, NM 87701**

**Phone: (505) 464-4700**

**Fax: (505) 464-4707**

**Mobile Dennis (505) 617-2001**

The Electric Horseman, Inc. is an Electrical Contracting and fire Alarm Company located in Las Vegas, NM. It was founded by Dennis Lucero in 1997 and incorporated in 2000. Dennis has approximately 32 years of electrical experience and is licensed, bonded and insured in the State of NM, in compliance with the State of NM procurement laws, as well as in compliance with the NM Dept. of Labor including the Public Works registration and is registered with the State of New Mexico as a preferred contractor. Our workforce of twelve employees includes eight journeymen electricians, one apprentice, a shop boy and two administrative employees. We continue to upgrade our trade in the electrical field and fire alarm industry by attending required continuing education classes and mandatory fire alarm training therefore making us more efficient and productive.

We have worked with different entities including the New Mexico PSFA, ARRA, and the NM State Fire Marshal's office. Since our inception of the company we have had the privilege of working closely with various municipalities, school districts, general contractors, architects and engineers. The Quality Assurance program we have in place fulfills the needs and expectations of the Owners and General Contractors. We ensure a consistently high standard of quality in all of our projects. We have completed projects that require LEED knowledge and implementation. All material we install is U.L. listed and meets or exceeds project specifications. All equipment is installed per manufacturer's recommendations. And all systems are thoroughly tested prior to energizing. New Mexico certified Electrical Inspectors and NM State Fire Marshals are called for inspections. We comply with state and wage laws and keep meticulous records available for inspection.

The Electric Horseman, Inc. is located in Las Vegas, NM and the majority of its employees are from Las Vegas and the surrounding area. Having qualified personnel is a very important factor in the success of our company. All of our employees have been trained through the State of New Mexico apprenticeship programs. We believe in hiring locally, thus contributing to our local economy.

### **Bidders Ability to Meet Schedules (Criterion 3)**

1. From the onset of a job, a superintendent is assigned and will work closely with the project manager, Dennis Lucero, President of The Electric Horseman, Inc: A plan is developed within our company between the project manager and superintendent of all major components to ensure a smooth running job.
2. Contact is made with the General Contractor to confirm all prices, scope of work, and schedules.
3. We confirm that all switch gear and fixtures are as specified and approved prior to submitting to avoid delays and double check quantities and availability.
4. We check with all 2<sup>nd</sup> tier contractors, if any, to make sure they can complete the project on time and on budget as per the schedule set forth by the General Contractor.
5. We secure man power, equipment, and material in advance to the job starting to ensure no delays on the part of the electrical contractor.

### **Bidders Ability to Manage Construction Safety Risks (Criterion 4)**

A project like the Abe Montoya Recreation Center Renovation imposes safety risks not always seen on other projects. Providing proper safety equipment and training to all personnel from our company is of the utmost importance. In addition to the written Safety Plan we have in place, we will address all unique dangers which we don't always incur on other projects. Our employees have never been exposed to conditions which have been in violation of health and safety standards or regulations. We are concerned in providing safe working condition for our employees.

### **Project Experience**

**Luna Community College:** Automotive Technologies Additions & Renovations, Building Trades Renovation, Auto Body Shop Renovation, Media Education Center, Professional Building Renovations.

**New Mexico Highlands University:** Media Arts Trolley Barn Renovation, Hewitt Hall Fire Alarm Installation, Student Union Building, Lora Shields Science Building Renovation, Natatorium Remodel, Felix Martinez Building Remodel, Student Housing, Science Annex Remodel, Utilities Relocation.

**University of New Mexico Taos-Klauer Campus:** Student Success Center Renovation & Addition, Landscape/Hardscape Package.

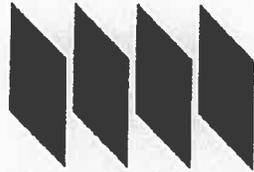
**City of Las Vegas:** Waste Water Treatment Plant Sludge Thickening Equipment, Senior Center Fire Alarm & Electrical Upgrades, Taylor well #7 Phase 1&2, North Grand Effluent Reuse, Abe Montoya Recreation Center Addition, Las Vegas Municipal Airport Phase 1,2,&3.

**Las Vegas City Schools:** HVAC Upgrades at 5 Elementary Schools, Memorial Middle School Fire Alarm Installation, Administration Building Fire Alarm & Renovations, District Wide Improvements, Athletic Field Improvements.

**West Las Vegas School District:** Administration Building 2<sup>nd</sup> Floor Improvements, WKV Valley Kitchen & Library Renovation/Elementary/Middle School Remodel, WLV Elementary DCU Life Safety Upgrades, WLV High School Band Building Renovations.

**Mosquero School District:** Gym Addition, Media Center, Roping Arena.

Eagle Rock



**Eagle Rock  
Contracting, Inc.**  
Acoustical Ceilings  
and Wall Panels

**3 Project Names and References for ABE MONTOYA RECREATION CETNER**

**NMHU TROLLEY BARN**

**CONTRACT AMOUNT \$71,937.00**

**No change orders**

**CONTACT INFORMATION: General Contractor Franken Construction**

**Contact: Larry Franken 505-425-7578**

**UNION ELEMENTARY**

**CONTRACT AMOUNT \$27,581.00**

**No Change Orders**

**Contact Information: General Contractor Franken Construction**

**Contact: Larry Franken**

**LUNA COMMUNITY COLLEGE**

**CONTRACT AMOUNT \$31,220.00**

**No Change Order**

**CONTACT INFORMATION: General Contractor Cross Connections**

**Contact: Ross Sanchez 505-507-9492**

Progressive Roofing



# PROGRESSIVE ROOFING



## Abe Montoya Recreation Center: Subcontractor's Relevant Experience

Projects completed with similar scope and complexity:

### Belen Eagles Natatorium:

**Location:** 1619 Delgado Ave, Belen, NM 87002

**Contract Delivery Method:** Design-Bid-Build

**Description:** Mechanically attach (induction weld) a 60 mil TPO over 2 layers of 3.3" rigid insulation, vapor barrier, and 1/2" substrate board over a structurally sloped metal deck.

**Type of Construction:** NEW, 22,300 SF

**Construction Cost:** \$186,727.00

**Owner References:** Bradbury Stamm Construction – Barbi Towne – Project Manager- 505-998-9969

### Del Norte Aquatic Facility Renovations:

**Location:** 4314 N. Grimes, Hobbs, NM 88240

**Contract Delivery Method:** Design-Bid-Build

**Description:** Tear-off and remove the existing wall flashings and penetration flashings. Mechanically attach a 60 mil (white) TPO membrane over 1 layer of 2 1/2" rigid insulation mechanically attached over the existing roof assembly.

**Type of Construction:** RENOVATION, 3,700 SF

**Construction Cost:** \$34,383

**Owner References:** City of Hobbs 575-397-9232 / Lasco Construction 575-393-9161

### Key Personnel:

Chuck Hoggan, Superintendent, 505-280-4615

20+ Years' experience in the roofing industry, completed 100+ projects with similar size and scope. \*UNMH Physical Therapy, Chama Fire Station, Purvis Industries Office, Luna Community College Humanities Building, United World College, Ramirez Thomas Elementary School.

3 C-42 (AZ)  
07061 L-42 (AZ)  
082788 C-05 (AZ)  
082792 BE (AZ)

## PROGRESSIVE SERVICES, INC. D.B.A. PROGRESSIVE ROOFING

6320 2<sup>nd</sup> Street NW • Albuquerque, NM 87107  
(505) 341-3800 • fax (505) 341-3802

082793 AE (AZ)  
034331 GS-21 (NM)  
22525 C-15A (NV)

Albuquerque  
(505) 341-3800

Dallas  
(214) 348-7663

Denver  
(303) 286-8200

Flagstaff  
(928) 714-0688

Phoenix  
(602) 278-4900

Tucson  
(520) 744-6707

Company Licences



General & Mechanical Contractor

**Mailing Address:**

P.O. Box 950 ~ Santa Cruz, NM 87567

Phone: (505) 747-4868 Fax: (505) 747-4869

State of NM License # 58355

MM98, GB98, GF9 & LP04

Federal ID # 85-0441033

CRS # 02-315030-00-0

NM Certificate of Incorporation # 3217791

Dunn & Bradstreet # 96-633-6554

Resident Preference # L1772408784

Employer # 19-9469-1

NM Dept. of Workforce Solutions # 03041020140527

**Bonding and Insurance Agent**

Berger Briggs Real Estate & Insurance, Inc.

PO Drawer K, Albuquerque, NM 87103

**Contact: Gabe Portillo (505) 247-0444**

Bonding Capacity: 14 million-Single or 21 million-Aggregate

**Bank Information**

Los Alamos National Bank

P.O. Box 60

Los Alamos, NM 87544

Account # 01-857126-01

Phone: (505) 662-5171

Gary Johnson  
Director

**STATE OF NEW MEXICO**  
REGULATION AND LICENSING DEPARTMENT

Kelly S. Ward  
Superintendent

**CONSTRUCTION INDUSTRIES DIVISION**  
725 St. Michael's Drive  
Santa Fe, New Mexico 87501

Robert Unthank  
Director

**CROSS CONNECTION INC.**

**PERMANENT LICENSE # 58355**  
4019 Edith St. NE, Albuquerque, NM 87107

*This is to certify that:*

*Located at:*

*Has complied with all the requirements of the law and is hereby licensed as a contractor, to operate under the classification of*

**GB98, MM98, GF09**

*And to permit or contract projects singly in New Mexico of a dollar amount of up to:*

**\$UNLIMITED**

*Given under my signature and the seal of the Construction Industries Division at Santa Fe, New Mexico on*  
March 28, 2002

*[Signature]*  
Signature of Contractor

*[Signature]*

Rob

**STATE OF NEW MEXICO**  
CONSTRUCTION INDUSTRIES DIVISION

**CROSS CONNECTION, INC.**

LICENSE NUMBER

**58355**

Qualifying Party(s)

**SANCHEZ MARK  
SANCHEZ A. ROSS**

EXPIRES

**09/30/2017**

CLASSIFICATION(S)

**GB98, GF09, MM98**



A. J. P.  
DIRECTOR

This card is the property of the CII and shall be surrendered upon demand

# County Business License Registration

\$36.00

No. 0326



STATE OF NEW MEXICO

COUNTY OF SAN MIGUEL

WHEREAS, Cross Connection Inc., an agent, person, firm, corporation or association known as

## CROSS CONNECTION, INC.

engaged in a business or occupation within the unincorporated area of San Miguel County, New Mexico, has made application for a business license registration as Mechanical Contractor, and has paid to the Collector of aforesaid County the fee of (\$36.00), the amount required by law.

THEREFORE, license has been granted to the said Cross Connection Inc. to carry on said business in said County and State, for the period of 12 months commencing January 1, 2016 and ending December 31, 2016, under the provisions of the law in such case made and provided.

IN WITNESS WHEREOF, said business license registration approved at Las Vegas, San Miguel County, New Mexico

on this 14th day of March, 2016



Alex Tajoya  
Planning and Zoning Division

3/14/16  
Date

Received of Cross Connection Inc. the sum of THIRTY-SIX AND 00/100 in full payment of the above license.

LSG  
Collector

3.14.16  
Date

# *Certificate of Contractor Registration*



This is to certify that

## **Cross Connection Inc**

4300 EDITH BLVD NE

ALBUQUERQUE, NM, 87107-2227

has registered with the Department of Workforce Solutions

**Registration Date: 6/28/2016**

**Registration Number: 03041020140527**

**This certificate does not show the current status of the company.  
To see the current status for this company please go to the Public Works  
and Apprenticeship Application (PWAA) at  
<https://www.dws.state.nm.us/pwaa>**

# STATE OF NEW MEXICO

TAXATION AND REVENUE DEPARTMENT

## RESIDENT CONTRACTOR CERTIFICATE

Issued to: **CROSS CONNECTION, INC.**

DBA: **CROSS CONNECTION, INC.**  
**PO BOX 36780**  
**ALBUQUERQUE, NM 87176-6780**

Expires: **26-Feb-2018**

Certificate Number:

**L1772408784**

Demesia Padilla, CPA, Cabinet Secretary

THIS CERTIFICATE IS NOT TRANSFERABLE





**Office of the Secretary of State**  
**Business Services Division**

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Corporation is in Good Standing

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<p><b>Name</b> In New Mexico, DBA</p> <p><b>Type</b> Good Standing Status:</p> <p><b>Filing Information</b></p> <p><b>Corp #</b>            1796598  <b>Status</b>            Active Corporation  <b>Date of Incorporation</b> May-13-1996  <b>State of Incorporation</b> NM  <b>Fiscal Year Date</b>    Dec-31-2016  <b>Report Duedate</b>    Mar-15-2017</p> <p><b>Agent Information</b></p> <p>LORENZO P RAMIREZ /  4019 EDITH BLVD,  ALBUQUERQUE, NM - 87107-2259</p> <p><b>Officers/Organizer Information</b></p> <p>1. President - A. ROSS SANCHEZ  2. Vice President - LORENZO RAMIREZ</p> <p><b>Instrument History</b></p> <p>1. Instrument  <b>Number</b>            1796598  <b>Filing Date</b>        May-13-1996  <b>Type</b>                Certificate Of Incorporation  <b>Text</b>                 ROSSAN, INC. PERPETUAL</p> <p>2. Instrument  <b>Number</b>            1796598  <b>Filing Date</b>        May-13-1996  <b>Type</b>                Initial Stock  <b>Text</b>                 50,000 COMMON AT \$1.00</p> <p>3. Instrument  <b>Number</b>            3217791  <b>Filing Date</b>        Feb-15-2001  <b>Type</b>                Certificate Of Amendment  <b>Text</b>                 CNT AMENDING ARTICLE IV: AUTHORIZED IS 100,000 SHARES NPV (3 PG. DOCUMENT)</p>	<p><b>CROSS CONNECTION, INC.</b></p> <p><b>Domestic Profit</b>  The above corporation is in Good Standing until 3/15/2017</p> <p><b>Address Information</b></p> <p>1. Corp Mailing Address  P O BOX 36780  ALBUQUERQUE, NM - 87176</p> <p>2. Principal Place Of Business In NM  4300 EDITH BLVD NE  ALBUQUERQUE, NM - 87107</p> <p><b>Directors Information</b></p> <p>1. A R SANCHEZ</p>
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